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ABSTRACT

This faculty handbook and administration manual contains duties and responsibilities of both faculty and administration including information on academic programs, standards and policies, and information on student financial aid and services. (JT)

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FACULTY HANDBOOK

DIVINE WORD COLLEGE

A COLLEGE OF LIBERAL ARTS

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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HE 007488

August 15, 1975
Epworth, Iowa 52045

FOREWORD

The first Faculty Handbook was issued by the Executive Committee on Education in September 1964. It was intended only as a temporary measure as it was expected that the College faculty would revise it to suit the prevailing conditions. The first revision took place during the academic year 1965-1966 and again in 1966-1967 in preparation for candidacy in the North Central Accrediting Association. The academic years 1969-1970 found the College preparing for accreditation with the Faculty Handbook again being revised. This was the last revision. Since that time the incidental changes or additions made during each preceding academic year were inserted and published before the new academic year.

After the accreditation in 1970 when emphasis was placed on the position of the Chief Executive Officer and his authority, it was decided to break down the existing handbook into the "Faculty Handbook" and the "Business Policies and Procedures Handbook". The latter being under the control of the Board of Administration and the Faculty Handbook being the responsibility of the Faculty Council.

Now some years later with the line of authority in sharper focus, it was found that the two handbooks needed not only an up-dating but also a more definite statement of areas of competence. It is hoped that in these revisions the ambiguities and contradictions that were too apparent in the former editions have been resolved. We trust that these revised handbooks, the "Faculty Handbook" and the "Administration Manual", will be a helpful source of information to all staff members and will also serve as a means of orientation for all new members as to the existing policies of our College.

Louis J. Lutzker, S.J.
President
August 15, 1975

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CHAPTER ONE

GENERAL POLICIES AND OBJECTIVES

100 The Divine Word College is a corporation established in the state of Iowa as a non-profit charitable educational institution. It is an integral part of the training program of the Society of the Divine Word in its world-wide mission of education and work for the welfare of mankind.

101. The General Mission of the College:

Divine Word College is a sub-unit of the Society of the Divine Word and, as such, derives its General Mission from a balance of the requirements of its role in the parent organization and the professional requirements of its role as an institution of higher learning.

The Society seeks to place liberally educated, emotionally integrated members who are themselves totally committed to a life formed after Jesus Christ into other cultures to participate there in the establishment of Christian Community.

The charge from the Society to the College is to establish an educational program designed to provide experiences by which, at their level, candidates for membership in the Society may be expected to develop the qualifications necessary to carry out their role in the societal Mission.

102. The Objectives of the College:

Pursuant to this General Mission, the College undertakes:

1. The Establishment of a Liberal Arts Program.

The College, as required by the diversified activities of the Society, seeks to promote the harmonious development of the physical, psychosocial, intellectual, and value endowments of the students as maturing persons. The Liberal Arts Program is designed to guide the students in the acquisition of information, attitudes and skills in traditional and contemporary subject matter areas. It strives, as well, to provide opportunity for the student to develop habits of creative and critical thinking coupled with facility in effective communication. This is viewed as immediately preparatory to professional diversification into such specialized career areas as the priesthood, education, counseling, and social action.

2. A Program of Values Clarification for Vocational Decision.

Incumbent upon each student at Divine Word College is a firm, personal decision to commit himself to a life formed after Jesus Christ within a missionary priest or Brother life-style acceptable to the Society of the Divine Word. This requirement sets the student of Divine Word College quite apart in a significant way from his contemporary collegians. The College is intended to be a period of on-going, mature, self-examination leading to a free, unequivocal decision to commit his life and career to the Mission of the Society of the Divine Word. The College provides a support program designed through continuous values clarification-type activities to assist the student in this important developmental task.

Incumbent upon the faculty is the task of observing, testing and deciding in the place of the Society, as to the suitability of each student for such a commitment.

3. A Program for Cross-Cultural Orientation.

College students, who contemplate a commitment to a life of service among various cultures and racial groups, are expected to acquire--on the college level--a knowledge and appreciation of facts and attitudes that either unite or diversify human life, cultures and aspirations so that they may profit more in their advanced studies and later field experience as missionaries. Divine Word College, then seeks to provide an introduction--on the college level--to cultural variants and commonalities among the several peoples where the Society is active.

It is a basic assumption of the College faculty that a student who successfully pursues this threefold yet unified program will be prepared to work at the next higher level of his studies.

It is another assumption of the faculty that since this program is relevant to the general mission of the Roman Catholic Church, it is appropriate, as well, in the training of priests and members of other Religious Institutes and dioceses.

103. Implementation of the Objectives.

The College endeavors to implement these objectives in the following ways:

1. it offers courses in theology, philosophy, and social science, and on a more practical level, students may participate in various apostolic activities. Such activities enable our students to

experience work similar to that of the Divine Word Missionary and to learn methods and techniques which will be useful in their future work.

2. it provides a counseling and testing program; it organizes students into small groups of 8 to 12, under the guidance of a faculty member, so as to make possible the active cooperation of students with each other and with the faculty with a view to developing personal maturity, relationship to community, relationship with Christ, and development in a religious missionary vocation; it encourages participation in sports, drama, and cultural events at our College and elsewhere; it invites the students through their student council, to assume a shared responsibility for student life, to assist in the management of the College, and to provide orderly direction of student activities.

3. it offers:

   a) studies in language and literature which investigate linquistic structure and cultivate an appreciation of human values basic to an understanding of contemporary man;

   b) the acquisition of knowledge in the natural sciences relevant to man's contemporary situation;

   c) studies in the social sciences which contribute to an understanding of the nature and complexity of society and cultures;

   d) the study of philosophy and theology which deepen the understanding of man and foster an integrated outlook on life.

110 Changes and Interpretations

111. 1. The Faculty Handbook is the official code of rules governing the academic and formational affairs of the College.

2. Changes and official interpretations of the policies of this handbook, and the introduction of new policies, may be proposed by members at any meeting of the Faculty Council. After suitable discussion, the proposal will be voted on according to the following procedures:

a) Voting is by a show of hands, unless a secret vote is requested by one or more members of the Faculty Council.

b) A two-thirds vote of the Faculty Council present and voting is required to make any change effective.

c) Any change in the Faculty Handbook which entails a change in the By-Laws shall not take effect until such change has been brought into concordance with Article X, Section 1, of the By-Laws.

112. Changes, interpretations, and additions to the policies of this handbook shall be reported as soon as possible to the Executive Committee on Education.

120 Elections

121. Methods of Election for the Faculty Council

In any election for office, the Faculty Council shall use the following procedures:

1. The election shall be preceded by nominations. Others not nominated may still be voted for.

2. Voting shall be done by written ballot, unless in an exceptional case there is obvious agreement on one candidate.

3. To be elected on the first or second ballot, a candidate must receive a majority of the votes cast. On the third, or if necessary, succeeding ballots a plurality will suffice.

CHAPTER TWO

THE FACULTY

200 - Faculty in General

210 - Responsibilities

220 - Growth

230 - Leaves

240 - Teacher Evaluation

260 - Academic Freedom

CHAPTER TWO

THE FACULTY

200 Faculty in General

201. Members of the Faculty

Members of the faculty are all those persons responsible for the academic administration and instruction at the Divine Word College.

202. Adequate Faculty

Providing an adequate faculty is the proximate responsibility of the President.

203. Recruitment of Faculty

The faculty needs of a department are to be made known to the Academic Dean by the chairmen of the departments. The new applicants recommended by the President are then interviewed by all three, the final decision of acceptance being that of the President.

204. Full-time, Part-time

The faculty of the College is composed of full-time and part-time members as defined in the Administration Manual.

210 Responsibilities

211. Duties of the Instructional Faculty - Members of the instructional faculty will be directly responsible to the President and the Academic Dean in all academic matters. Their duties are the following:

1. to conduct the classes assigned to them according to the place and time designated by the schedule of classes
2. to announce the content of the course, classroom procedures, and student academic requirements at the beginning of the school term
3. to determine the proficiency of the student in courses taught in accord with the standards established
4. To notify the Academic Dean of their absence from class, when and if is necessary, and to arrange for the meeting of the class through a substitute instructor or assigned student work
5. to maintain becoming order and respect in the classroom and to report notable infractions of discipline to the Academic Dean
6. to serve on committees, moderate student organizations, and provide counseling assistance when invited to do so
7. to keep abreast of their respective fields and professions by reading current professional literature, by participating in conferences, and by conducting appropriate research whenever possible
8. to inform the Registrar of illness or absence of any student which has extended beyond a week after obtaining a confirmation of the facts from the Director of Health Services
9. to submit a syllabus of each course, which shall be kept permanently in a special file in the office of the Academic Dean, by the end of each semester. The syllabus will give a description of the course and will indicate what material is actually covered, the approximate number of required readings and oral and written reports by each student, the number of tests, and the requirements of a semester paper. (Forms may be obtained from the office of the Academic Dean.

212. Teaching Load - A full-time teaching load consists of 12 semester hours of class instruction per week. This teaching load may and should be reduced because of administrative work, counseling, and similar activities inherent in the curriculum.

213. Secretarial Service in matters directly related to their teaching or administrative office, such as class notes or bibliographies or questions for examinations, or directly related to their productive scholarship and professional activity in their field, such as manuscripts and papers, shall be arranged for faculty members through the office of the Academic Dean.

214. Meetings - Regular attendance at all general convocations of the College, at faculty and departmental meetings, and at graduation exercises is required of full-time faculty members. Part-time faculty members are encouraged to attend all such meetings, whenever it proves feasible.

220 Growth

221. Intellectual Growth - Since this college is committed to the increase and communication of knowledge, its faculty members will seek to grow in intellectual competence and to assist others in such growth. This growth in intellectual activity should be evident in the increasing effectiveness of their services and in their teaching through a mastery of classroom presentation and through a positive influence on students and colleagues.

222. Productive scholarship and professional activity in their fields are to be considered very important duties of all members of the faculty, and complete data concerning such scholarship and activity, in the form of books and articles, convention papers and convention attendance, public academic lectures, and membership in professional associations shall be carefully gathered each year by the Academic Dean and opened to inspection by the Board of Trustees.

223. Service - Service to Divine Word College by a member of the faculty is measured by a faculty member's use of his talents, time and encouragement in the attainment of the objectives of the College as outlined in the Faculty Handbook, Nos. 101 and 102, which include:

a. Administrative Work
b. Formation Work
c. Academic Work
d. Any type of extension service that promotes the growth and objectives of the college.

224. Scholarship - Recognition of scholarship is given to a faculty member who:

1. Publishes a book or major article in a journal of learning
2. Presents a paper at a professional meeting
3. Gives an exhibition or recital: to the extent it is considered a professional equivalent of a publication as defined above
4. In all three cases above, the work must deal with matters pertaining to his individual field(s) of academic competence
5. Other indications of scholarship are to be evaluated by the Committees concerned.

225. Membership in professional associations - Intellectual growth will also be made manifest, not only by the faculty member's belonging to and attending with some regularity the professional assoiciations and societies in their respective fields, but also by active participation in their affairs on local, regional, and national levels and by contributing to professional knowledge through scholarly publication. (Request forms, as well as forms for reporting results of the meeting attended may be obtained from the Academic Dean's office. Samples of Form E, E-2, and E-3 may be found at the end of this chapter.)

226. Pastoral Work - Society members of the faculty should consider the seminary community the principal object of their pastoral endeavor, contributing to the spiritual and apostolic formation of the students. Pastoral work outside the College, engendering a realistic awareness of the needs of the contemporary world and exemplifying to our students the apostolic objectives of our educational and formation program, is highly encouraged.

227. Mission Experience - The Board of Directors of our seminary should create the opportunity for society members to serve overseas in one of our missions for at least one year in order that they may gain the experience needed for effective implementation of our misssionary objectives.

230 Leaves

231. Sabbatical Leave - To encourage further study, scholarly achievement, or direct research, a sabbatical leave for full-time faculty members may be arranged as explained in the Administration Handbook.

232. Leave of Absence - A faculty member may request a leave of absence for just reason as explained in the Administration Handbook. (Application Form for Sabbatical Leave and Leave of Absence may be obtained from the Academic Dean's office. Sample of Form L may be found at the end of this chapter.)

240 Teacher Evaluation

260 Academic Freedom

261. The naturally sacred right of freedom of expression is recognized by the College as a requisite for the effective and intelligent dissemination of ideas. Nevertheless, there are basic limitations upon freedom which arise out of the universally-accepted beliefs and modes of society, such as truthfulness, decency, moral integrity, and loyalty. And there are appropriate limitations which society expects in a seminary, namely, conformity with Catholic ideals in teaching (see objectives) and a respectful and sympathetic attitude toward Catholic doctrine and American principles by teaching nothing contrary to them. This College then accepts the following statements, which have been adapted from the Statement of Principles officially endorsed in 1940 and restated in 1968 by the Association of American Colleges and the American Association of University Professors:

1. The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

2. The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

3. The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence, he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman.

Form E

AUTHORIZATION TO ATTEND A CONVENTION OR MEETING OF AN ASSOCIATION AT COLLEGE EXPENSE IN ACCORDANCE WITH POLICIES AND PROCEDURES SET FORTH IN THE FACULTY HANDBOOK

I desire to attend the meeting of _____

to be held at _____ on _____

at College expense. Arrangement for Classes Missed: _____

_____

_____

_____

Date _____ Signed _____

Approved _____

Academic Dean

_____

President

Copy for:

☐ President

☐ Academic Dean

☐ Applicant

FORM E-2

DIVINE WORD SEMINARY

TRAVEL AND EXPENSE VOUCHER

_____
(Date)

NAME _____

Travel from _____ to _____

Date from _____ to _____

Purpose _____

Transportation:

Air Travel (enclose stubs)	$_____
Automobile _____ miles @ 8¢	$_____
Railroad (& Pullman) (enclose stubs)	$_____
Local (bus, cab, commuter, etc.)	$_____
Hotel -- less personal charges (enclose stubs)	$_____
Meals	$_____
Communications	$_____
Miscellaneous	$_____
Total Expenditures	$_____
Less Advance	$_____
BALANCE	$_____

Signed _____

PLEASE BE SURE THAT SUPPORTING BILLS AND RECEIPTS ARE ENCLOSED. SUBMIT REPORT TO THE BURSAR.

Submitting travel expense items on this voucher
Will benefit you and the Business Office.

FORM E-3

RE: FACULTY MEMBER'S ATTENDANCE AT MEETINGS.

Name: _____

Department: _____

Name of Association sponsoring meeting: _____

_____

Are you a member of the Association? _____

Date and place of meeting: _____

Indicate whether it was a national convention, regional convention, seminar, workshop, etc. _____

Are you an officer of this group? _____ If so, what position do you hold? _____

Were you on the program? _____ If so, in what capacity? _____

_____

_____

_____

_____

_____

_____

_____

Would you have any specific recommendations as a result of your attendance at this meeting? _____

_____

_____

_____

Form L

DIVINE WORD COLLEGE

APPLICATION FORM

Name: _____ Department _____

Leave of Absence ☐ Sabbatical Leave ☐

Service at the College: from _____ 19___ to _____ 19___

Date of Leave: from _____ 19___ to _____ 19___

Aim and Objective of Leave: _____

_____

_____

_____

University to be attended: _____

Fellowship or Grant held: _____

I make the above application and submit the outline of my plan of study, research or activity.

I accept the following conditions:

1. At the completion of the leave I will serve the College for one year for each semester of leave granted.
2. In any publication or completed research, I will indicate that it was done on leave granted by the College.
3. On my return to the campus, I will submit to the President of the College a report evidencing the fulfillment of my aim and objectives.
4. I will share my experience with the other members of the faculty at the College.

Signed: _____

APPROVED: _____ Date _____
(Department Chairman)

APPROVED: _____ Date _____
(Academic Dean)

APPROVED: _____ Date _____
(President)

Copies to:

☐ President ☐ Academic Dean ☐ Dept. Chairman ☐ Applicant

CHAPTER THREE

ADMISSIONS AND GRADUATION POLICIES

300 Admissions Policies

320 Classification of Admitted Students

330 Placement

340 Orientation

350 Graduation Policies

360 Awarding of Degrees

CHAPTER THREE

ADMISSIONS AND GRADUATION POLICIES

300 Admissions Policies

301. General Policies of Admissions

The general policy of admission to Divine Word College is determined by its specific purpose, namely; A seminary to train students for the Roman Catholic Missionary Priesthood and Brotherhood. Therefore, each applicant is expected to have:

1. A serious intention of aspiring to the missionary and celebate vocation in the Society of the Divine Word.

2. The basic moral qualities and maturity of character indicate the likelihood of a missionary vocation. These include: Generosity of spirit, concern for others, emotional stability, ability to accept responsibility and some evidence that the applicant knows what he wants in life. A serious effort to check into the family background, its Christian attitudes and the general atmosphere of the home -- all of which help predict the possibility of success in his choice-- are made by the Director of Admissions and his staff.

3. Normally good health, attested to ba a recent medical examination.

4. Psychological fitness, attested to by tests provided by the College.

5. Academic:

   a) At least average, and preferably above average intelligence, indicated by high school transcript, college entrance examination results and his rank in class.

   b) All applicants to the freshman class must have graduated from an approved secondary school with a minimum of 16 academic units. Among these 16 units the following are prescribed:

English	4
Social Science	1
Natural Science	1
Mathematics	2

The remaining units are to be offered from other acceptable high school subjects.

c) Applicants who have not completed the above requirements will have to supply the deficiencies within three semesters after their entrance into the College, unless given a special extension by the Faculty Council on the recommendation of the Committee on Academic Affairs.

302. Admission of students to the College is the competency of the Committee on Admissions.

320 Classification of Admitted Students

321. Regular Student is one who is qualified for admission to the College and enrolls with the intention of obtaining a degree.

322. Special Student is one who is qualified for admission to the College and enrolls without the intention of obtaining a degree.

323. Full-time and Part-time Student - A regular student and a special student may be either a full-time or a part-time student. In order to qualify as a full-time student, the minimum load a student must carry is twelve (12) credit hours per semester; this may at the same time be chosen as his semester load. However, a student will have to average sixteen (16) credit hours per semester if he wishes to graduate in four years.

324. Full-time students are further classified at the beginning of each academic year according to the following schedule of college credits earned:

Freshmen	-	0 - 31 credits
Sophomore	-	32 - 63 credits
Junior	-	64 - 95 credits
Senior	-	96 credits

325. Transfer credits are computed towards classification only if they fulfill requirements towards graduation.

330 Placement

331. Transfer Students

1. A student transferring from another college or seminary will be admitted to the Divine Word College provided he meets the general admission requirements. Among these are good moral character, sufficient talent, freedom from organic and other defects which would make him unsuitable for performing his future duties.
2. An official transcript of credits earned by a transfer student must be forwarded by the high school and/or colleges in question.
3. Credits earned at another college must be accepted by the department concerned if they are to be applied towards fulfilling degree requirements. Any general education credits fulfilling graduation requirements, to be accepted, must be approved by the Committee on Academic Affairs. Whatever courses are accepted will be computed towards a student's quality point average.
4. A mark of "D" is not transferable.

332. Advanced Placement Program

1. Any student who had done college work at high school level may obtain college credits for such work if the results of the Advanced Placement Test in the subject warrant it. This test is to be taken at the close of his senior year in high school and the results forwarded from the testing service directly to the College.
2. If the student scores 5 or 4 in the subject in the Advanced Placement Test, he will automatically receive college credit for his advanced high school work. Three or four credits will be given for each semester of high school work, as determined by the department concerned.
3. If the student scores 3 or 2, the papers will be referred to the Committee on Academic Affiars for consideration. Such consideration may result in the granting of credit in the case of a score of 3, or for advanced placement without credit, or for neither, as the Committee may determine.
4. If a student receives a "D" or an "F" in an Advanced Placement Test given by the College, there will be no credit given.

334. Proficiency Examination

Students wishing to obtain credit and advanced standing on the basis of work done outside of a course of instruction at the College may do so by successfully passing an appropriate special examination in the subject as may be prescribed by the department concerned. Departmental standards and procedures for such examinations must be approved by the Committee on Academic Affairs, which will be guided in its decision by the fact that standard examinations prepared by recognized testing agencies are available in some fields, e.g. the CLEP exams. Where such tests are available, it is expected that they will be used, if appropriate.

340 Orientation

341. The orientation to college studies is to be carried out most carefully in the first semester of the first year, and again, in whatever additional detail is necessary, at the beginning of any new course. The following policies in this regard are highly recommended:

1. Several introductory lectures concise and practical, given by the Academic Dean or by another member of the faculty in his stead, are to be held early in the first semester of the first year, to explain the basic features of the college curriculum, especially the requirements of the degree programs, as outlined above in this handbook, and the working of the aculty Council with its standing committees, and any other matters that will serve for the proper orientation of new students.

2. A special introductory tour of the library is to be arranged for freshmen groups of manageable size, by the College Counselor with the cooperation of the chief librarian. In addition, the members of the faculty are greatly encouraged to take small groups of students to the library at the beginning of new courses, to show them the sections of the library where the best sources and tools of research for that particular field of study are to be found.

350 Graduation Policies

351. General Requirements of a Degree

The candidate must have successfully completed the following courses and number of credit hours to be eligible for a degree:

1. General Education

Basic Program

1. Theology	12 hours
2. Philosophy	6 hours
3. English Composition	6 hours
4. Speech	3 hours
5. History (Western)	6 hours
TOTAL	33 hours

Division Distribution

I	Division - Philosophy and Theology	12 hours
II	Division - Literature and Fine Arts	12 hours
III	Division - Social Sciences	12 hours
IV	Division - Mathematics and Science	12 hours
	TOTAL	36 hours

(The Division of one's Major is to be dropped.)

2. Major

a) A student must apply for admission to the department of his field of concentration no later than the end of his sophomore year. The application forms may be obtained from the office of the Academic Dean.

b) The candidate must complete a major field of study and merit a 2.00 quality point average in his field of concentration. At least thirty credit hours are required for a degree, or 24 hours and a thesis, unless a particular department stipulates otherwise.

c) The candidate must complete all requirements specified in the College catalogue for the degree he requests from the College. Only those requirements must be fulfilled, however, which were in force at the time the student was admitted as a candidate to the department.

d) Thesis

1. Candidates may, with the approval of the chairman of the department and the Academic Dean, elect to write a thesis. This permission is granted only to students who have given evidence of superior scholastic ability, having obtained at least a 3.5 cumulative average at the end of their junior year.

2. The thesis is to be read by a thesis committee of two, appointed by the department concerned.

3. Final approval of a thesis is not to be later than May 1st of any scholastic year. The approved thesis must be in the Academic Dean's office no later than that date.

3. Minor - Cross-Cultural Studies

A cross-cultural minor is required of all students, consisting of the following courses:

Soci. 133 -	Introduction to Cultural Anthropology	3 hours
Soci. 138 -	Applied (Missiological) Cultural Anthropology	2 hours
Soci. 271 -	Missiology	2 hours
Soci. 470 -	Cultural Area Study	4 hours
	Elective (Cross-Cultural)	2 or 3 hours
	Modern Foreign Language or Linguistics	6 or 5 hours
	TOTAL	19 hours

4. 128 credit hours are required for graduation

5. The candidate must have a general scholastic quality point average of 2.00 or better, for all college work attempted, whether passed or failed.

6. Residence - The candidate must spend at least the last thirty credit hours of instruction in residence at the College.

360 Awarding of Degrees

361. Awarding of degrees is done by the Faculty Council, upon the recommendation of the department of the field of concentration and the Committee on Academic Affairs.

362. Announcement of degree awards shall be made by the President at the Academic Convocation at the end of the school year.

363. Diplomas bearing witness to the degrees awarded to each student shall be drawn up by the Academic Dean and distributed by the President at the Convocation in which the degree awards are announced. Copies of these diplomas shall be forwarded to the alumni upon request after the payment of a stipulated fee.

364. Graduation Honors

A candidate eligible for the Bachelor's Degree may receive a special diploma marked "Summa Cum Laude," "Magna Cum Laude," or "Cum Laude," under the following conditions:

1. Summa Cum Laude - If the quality point average for the four years is 3.80 or above.

2. Magna Cum Laude - If the quality point average for the four years is 3.50 or above.

3. Cum Laude - If the average is 3.20 or above.

CHAPTER FOUR

ACADEMIC PRACTICES AND PROCEDURES

400 - General

420 - The Learning Process and Traditional Means

440 - Grading

450 - Withdrawals - Changes

460 - Probation

480 - Attendance

490 - Academic Records

CHAPTER FOUR

ACADEMIC PRACTICES AND PROCEDURES

400 General

401. Semester Plan - The academic calendar is divided into two semesters, seventeen (17) weeks in length.

402. Class Periods are fifty (50) minutes in length.

403. Credit hours - A credit hour represents one class hour per week, or two class hours of laboratory per week, for one semester.

404. Student Load

1. In order to qualify as a full-time student, the minimum load a student must carry is twelve (12) credit hours per semester; this may at the same time be chosen as his semester load.

2. To register for more than eighteen (18) credit hours a semester, the approval of the student advisor is necessary. A student may have recourse to the Committee on Academic Affairs in case of differences with his advisor.

3. A registered audit is not to count towards a student's load.

405. Student Advisor

1. The Academic Advisor for a student who has chosen his field of concentration will be either the head of the department in which he is majoring, or one appointed by the head of the department. Those who have not chosen their field of concentration will be appointed an advisor by the Academic Dean.

2. A freshman in the second semester is permitted to choose his own academic advisor from an approved list.

3. Degreed students, enrolled for Philosophy and Theology courses, will be assigned an advisor by the Department of Philosophy and Theology.

406. Registration

1. Towards the end of each semester, pre-registration is held for the following semester. This does not complete the registration procedure. A verification must follow on the day of registration itself, held at the beginning of each semester. The registration is completed when a student's registration card, signed by his advisor, is accepted by the Registrar.

2. Freshmen register for their first semester during their days of orientation.

3. No registration is to be accepted by the Registrar's office without the signature of the student's advisor. If the student and his advisor cannot reach a satisfactory agreement among themselves, the student may have recourse to the Committee on Academic Affairs.

407. Quality Point Average - The academic standing at the end of any semester is determined by the ratio of the total number of quality points received to the total number of credit hours carried in that semester. For instance, a student who has earned twenty-eight quality points while carrying sixteen hours has a scholastic standing of 1.75 (28/16).

408. Classification of Students

1. Full-time students are classified at the beginning of each academic year according to the following schedule of college credits earned:

Freshmen	-	0 - 31 credits
Sophomore	-	32 - 63 credits
Junior	-	64 - 95 credits
Senior	-	96 - credits

2. Transfer credits are computed towards classification only if they fulfill requirements towards graduation.

409. Dean's List of Honor Students - Full-time students whose quality point averages are 3.5 or above in a given semester, are eligible for citation for distinguished scholarship. The Dean's list will be published at the end of each semester. Anyone who has received an "I" or "F" is automatically disqualified.

420 The Learning Process and Traditional Means

421. The following are recognized means of furthering the learning process which instructors are expected to incorporate into their courses: oral reports and repetitions, written reports, semester papers, tests and examination.

422. Semester papers are intended to give the students experience in functional research, or exercise in the use of scholarly methods and tools in a given branch, for the acquisition of skill in investigation, and for a deepening of the students' personal knowledge of matters commonly known to those trained in the field. In this functional character of its research, the semester paper differs from the seminar paper. The semester paper is an assignment for which the student receives full instructions in the first week of the semester, with a topic assigned by the teacher or chosen with his approval, and with practical suggestions as to materials and procedure.

423. Since some subjects do not lend themselves to semester papers as well as others, it will not be obligatory to demand them in every subject. Teachers, however, are encouraged to assign them, for the reasons given in 412.

424. A final copy of the semester paper and all written reports, must be drawn up according to the style and form of Turabian.

425. Examinations are the written or oral reviews made at the end of a semester or at the end of an entire course of study. Accordingly they are called semester examinations and the final or comprehensive examinations.

426. Semester examinations last a double period only for courses of two credits or more.

427. Written Comprehensive Examinations are to be given at the completion of courses in the major fields of concentration and shall be scheduled for at least three hours. Oral comprehensive examinations may be given in addition if a department so decides. The orals shall be scheduled for a total duration of thirty minutes for each student, and shall be conducted by three examiners.

428. Evaluating tests - In order to help evaluate our system of education, the following standardized tests are to be given:

Three Area Tests - to the freshmen at their entrance into the College.
to the sophomores at the end of their second year.

Aptitude Test - to the seniors at the end of the academic year.

429. Mid-semester grades - At the time designated by the academic calendar, mid-semester grades are to be submitted to the Registrar by each teacher. The grades are to be based on the evaluative criteria indicated in the Faculty Handbook under "The Grading System."

440 Grading

441. The Grading System

Grading is a measure of a student's mastery of a select body of knowledge contained in a specified course. This mastery involves these elements:

1. Memory - Retention of certain items of information or data of experience contained in the course.

2. Understanding - Insight into the meaning of these items of information or date of experience. Included under this heading are:

   a) Meaning of the thing in itself.

   b) Its relationship with other things or date of experience.

   c) Ability to apply this information or data of experiance to new situations and problems.

3. Expression - Ability to express the knowledge assimilated.

In view of this concept of grading, the grade a student receives in a course, A, B, C, D, or F is a symbol of the degree of mastery he has made manifest to his instructor. It does not, nor can it, carry any implication of his potential worth, i.e., what he could do. This is readily seen from the two marks of the most realistic of all the grading systems, viz., Satisfactory or Unsatisfactory. To whom is the work satisfactory or unsatisfactory? To the instructor and through him to the administration. The letters A, B, C, D, or F are simply more detailed degrees of satisfactoriness or unsatisfactoriness.

442. In assigning a grade to a student, the instructor is like a judge in a courtroom who examines carefully, honestly, and sincerely, all the evidence that is involved in a case and makes his decision on the basis of this evidence. In a similar way, the basis for the instructor's judgment is all the evidence that has to do with growth in the mastery of the course which the student offers him. Formal examinations are only a part of the evidence. Questions asked by the student, recitations, semester papers, book reports, written and oral quizzes, the students's participation in class discussions - these and all other kinds of evidence which shed light upon the student's development in mastering a subject are pertinent and may legitimately be used by the instructor in making his judgment.

443. The letter grades employed in this College with their numerical, qualitative, and descriptive meanings, are as follows:

A == 100 - 93 - Outstanding Achievement
Four quality points per credit hour

A is the grade given to the student who manifests a special interest in mastering the material of the course in question and demonstrates comprehensive retention, precise understanding, fluent expression, and skillful application of the knowledge imparted in the course.

B == 92 - 85 - Good Achievement
Three quality points per credit hour

B is the grade given to the student who is above average without being outstanding in manifesting retention, understanding, fluency of expression, and skill in application of the knowledge imparted in the course.

C == 84 - 77 - Fair Achievement
Two quality points per credit hour

C is the grade given to the student who is average in manifesting his retention of the essentials of the knowledge imparted in the course, together with fair understanding of them, ability to express them intelligibly, and recognizable skill in applying them.

D == 76 - 70 - Sufficient Achievement
One quality point per credit hour

D is the grade given to the student who, in spite of deficient retention, understanding, expression, and skill in applying the knowledge imparted in the course, nevertheless, manifests a degree of achievement at least minimally acceptable for promotion.

F == Below 70 - Insufficient Achievement
No quality points

F is the grade given to the student who has failed to manifest a degree of achievement at least minimally acceptable for passing.

I == Incomplete

A student who has failed to complete one or more of the requirements or assignments of a course by the end of a semester and presents no acceptable excuse will receive an F. If the excuse presented, however, is acceptable to the instructor concerned, the student will receive an Incomplete. The missing work is to be made up within two weeks after the end of the semester, unless on account of mitigating circumstances the Academic Dean sets another time limit. If the work is not completed within the time designated, the I automatically becomes an F.

R.A. == Registered Auditor

R.A. is the symbol entered in place of a grade for students who have audited a course for a semester.

W.P. == Authorized withdrawal from a course, while passing

W F. == Authorized withdrawal from a course, while failing

450 Withdrawals - Changes

451. Withdrawal - No course may be dropped without the approval of the Academic Dean. If permission is given for withdrawal from a course, a grade of W.P. will be given if the student was passing at the time, or a W.F. if failing. F will be given for any course dropped without authorized approval. Courses in which W.F. have been assigned are counted among attempted courses in computing the student's average and rank in class.

452. Change of Registration - Course registration changes, including changes from one section to another in the same course, shall be made in accordance with the following regulations:

1. The student is to obtain a "Change of Registration" form from the office of the Academic Dean, obtain approval of the change from his academic advisor and all instructors involved, and return the form with the appropriate signatures to the Dean's office. (Sample of Change of Registration Form C at the end of this chapter.)

2. Final approval for the change will be made by the Committee on Academic Affairs.

3. Such changes will not ordinarily be allowed after completion of the first week of classes. Exceptions may be authorized at the discretion of the Academic Dean.

460 Probation

461. Failures

1. Conditional Failure - If a term failure in a course is due to a failure in an examination, one re-examination within a month will be allowed. If the student passes the examination, he receives a D; otherwise, he receives no credit for the course, and an F is entered on his permanent record.

2. Students who fail a course may retake it, either at this College or during the summer at another accredited college. In the computation of the quality point average, both the new grade and the failure mark are to be included.

3. Any student with three failures at the end of any semester, after the first semester of his freshman year, is to be dismissed, unless because of extenuating circumstances the Faculty Council determines otherwise.

462. Academic Probation

1. Failure to maintain the following minimum cumulative scholastic average automatically places a student on academic probation: 1.7 for freshmen; 1.9 for sophomores; 2.0 for juniors and seniors.

2. A student on academic probation is to be given a written warning by the Academic Dean as to his status together with a statement of procedure. If he is under 18 years of age, his parents or guardians are to be notified as regards to his probationary status.

3. A student shall not take more than 16 credit hours during semesters in which he is on academic probation. The student may appeal to the Committee on Academic Affairs to take more than 16 hours.

4. A student's academic advisor may recommend that a student take less than 16 credit hours during the semester(s) of academic probation. The advisor has the right to refuse to sign the student's registration form should the student choose not to follow his advisor's counsel. The student may appeal his advisor's decision to the Committee on Academic Affairs.

5. A student on academic probation for two consecutive semesters shall not re-register at the end of that second semester unless, in the mind of the Committee on Student Activities and Welfare, there is evidence of sufficient vocational and academic growth to except the student from this regulation.

6. Procedure: Ordinarily, in the case of a student on academic probation for the second consecutive semester, the Committee on Student Activities and Welfare shall meet within three weeks after the beginning of that second semester on probation to set the conditions under which the student may be allowed to register for the following semester. This same procedure shall be used for the successive semesters, should a student be allowed to continue at the college beyond his second semester of academic probation.

463. Disciplinary Probation

1. If, in the judgment of the Committee on Student Activities and Welfare, a student has been acting in a manner that is judged to be harmful to himself, to others or to college property, he shall be given a written warning that he will be dismissed if he continues to act in this fashion. Copies of this warning should be given to the student's moderator and also sent to the parents or guardians of the students under 18 years of age.

2. If, after a warning, a student continues to act in a manner that is harmful to himself, to others or to the college, procedures toward dismissal can be initiated by any member of the staff through the Dean of Students by giving his reasons for dismissal in writing both to the student and the Dean of Students.

3. If the activities are of a serious nature, the Dean of Students may initiate procedures for dismissal immediately without probationary procedure in the manner described above.

4. At the end of four academic months his status is to be reviewed by the S.A.W. Committee for possible removal from probationary status.

464. Vocational Probation

1. If, in the judgment of the Committee on Student Activities and Welfare, a student is not satisfactorily pursuing the religious missionary goals of Divine Word Seminary College, he shall be given a written warning that unless he improves, further registration at the College will be refused.

2. If, after a reasonable period of probation (i.e., from two to four months), a student is still not satisfactorily pursuing the religious missionary goals of the Divine Word Seminary College, action may be initated by any member of the staff toward possible refusal of further registration by giving his reasons in writing both to the student and the Committee on Student Activities and Welfare.

3. At the end of four academic months his status is to be reviewed by the Committee on Student Activities and Welfare for possible removal from probationary status.

465. Procedure for Dismissal or Refusal of Further Registration

1. The Chairman of the Committee shall call a meeting of the Committee on Student Activities and Welfare whenever a formal petition has been presented to them as described above, or when in his judgment such a meeting is necessary.

2. The student concerned is to be given a right to a hearing before the Committee; any faculty member may be present in an advisory capacity upon request of the student.

3. After the hearing in executive session, the members of the Committee by secret majority vote decide whether the student is to be dismissed or not.

4. The results of the voting is to be communicated verbally and in writing to the student in question. A summary of the decision is to be given in writing to the President.

5. The student has the right of appeal to the President.

466. Scholastic Dishonesty - Students who are found using dishonest means during the tests and examinations are to receive a failing mark in those particular tests or examinations. Cheating during a final examination will mean a failure for the course. Any student using dishonest means is subject to dismissal.

480 Attendance

481. Class Attendance

1. Students are required to attend every session of the courses in which they are registered, unless they enjoy the privilege of optional class attendance. Whether the reason for requesting absence from the College is at the same time sufficient reason for absenting oneself from class belongs to the competence of the Academic Dean. Instructors are not authorized to excuse students from class.

2. The absence of any student as well as the reason for the absence is to be reported to the instructor of the course by the class monitor before each session.

3. A student who has been absent from a class is to present his excuse to the teacher from whose class he has been absent at his next attendance.

4. In case of absence, the student is responsible for class work and assignments missed. Whether a test, or tests, given in the course of the semester can be made up is left to the judgment of the instructor.

5. Absence from class, with acceptable excuse, that totals one-third the length of the course will mean loss of credits, unless some arrangement can be made to make up the work to the mutual agreement of the Academic Dean and the instructor concerned.

6. If a student without an acceptable excuse misses more classes than the course has credit hours, he fails the course. (Refer to '1' above.)

7. An unexcused absence occurring during the 24 hours preceding or following a vacation or holiday is computed as three absences.

482. Privilege of Optional Attendance - All seniors and juniors with a 3.0 Quality Point Average and all sophomores and freshmen on the Dean's List may be granted, at the discretion of the individual instructor, the privilege of optional class attendance. The purpose of this privilege is to provide qualified students with the opportunity of acquiring a more thorough knowledge of a subject through independent study under scholarly direction.

1. The privilege may be revoked by any individual instructor for his course if he feels the student could gain more by class attendance.

2. The student must be present to take all announced tests and is held responsible for all class materials.

3. An individual instructor may require attendance for special exercises, e.g., a basic lecture which he feels all students should attend.

483. Auditing of classes is to be governed by the following policies:

1. The approval of the instructor of the course, of the academic advisor, and of the Academic Dean must be obtained.

2. Although the auditor is not obligated to observe the same attendance regulations as students taking the course for credit, nevertheless, any deviation from the regular order of attendance must meet with approval of the instructor.

490 Academic Records

491. Students grade reports are to be issued at the end of each semester and are to contain the following items: course number, course description, credit hours, grade, and quality points.

492. Freshman grade reports of freshmen below 18 years of age, are to be sent directly to the parents from the office of the Registrar. A duplicate copy is also to be given to the student.

493. Transcripts

1. The transcript form at the end of this chapter is the form of academic record to be used by the Registrar. The academic record is to be brought up to date at the close of each semester.

2. The academic record is to be kept in the office of the Registrar. A copy is to be given to the Dean of Students.

3. A transcript is to be forwarded to the Divine Word Novitiate at the time of the graduation of the student.

4. Each student is entitled to one complete transcript of his academic record. A fee of one dollar is charged for each subsequent copy. A student whose account has not been paid in full as originally contracted is not eligible for a transcript. Honorable dismissal will be granted only to students in good standing.

CHANGE OF REGISTRATION * FORM C

Name _____ Class _____ Date _____

1. I desire to withdraw from _____
(Course Number and Title)

2. I desire to register for _____
(Course Number and Title)

3. I desire to change the hours of my schedule as follows: _____

_____

_____

4. This change will ☐ will not ☐ affect the remainder of my schedule.

Reasons for change: _____

_____

_____

_____

_____

Approved: _____
(Signature of Instructor of Course from which I am withdrawing)

Approved: _____
(Signature of Instructor of Course for which I am registering)

Approved: _____
(Advisor)

* 1) Fill out and obtain the proper signatures, then return form to the office of the Academic Dean for Committee approval.

2) If statement No. 4 demands other changes of schedule, then a separate form must be filled out for each additional change.

= = = =

Name _____ **DIVINE WORD COLLEGE** College Academic Record
EPWORTH, IOWA

Date of Birth _____ Place _____ Entered from _____

Parent or Guardian _____

Address _____

Entered _____

Graduated _____ Degree _____

Withdrew _____

Remarks _____

Entrance Units:

English	Latin	Algebra I	Gen. Science	History	Total
Speech	Greek	Algebra II	Biology	Civics	
French		Geometry	Chemistry	Sociology	
German		Trigonometry	Phyics		
Spanish		Calculus			
		Analytic Geo.			

COURSE	DESCRIPTIVE TITLE	Grade	Sem. Hrs.	Qual. Pts.	COURSE	DESCRIPTIVE TITLE	Grade	Sem. Hrs.	Qual. Pts.

GRADING:
A (100-93) 4 Quality Points
B (92-85) 3 Quality Points
C (84-77) 2 Quality Points
D (76-70) 1 Quality Point
F Below 70 No Quality Points
FI Failure because Incomplete
RA Registered Auditor
WP Withdrawal Passing

Length of Semester: 17 weeks; of lecture: 50 minutes
Credits Required: 120 credits earned: .....
Quality Point Average: .....
Number in Class: .....
Rank: .....

Academic Dean

Date

CHAPTER FIVE

THE CURRICULUM

500 - General Education

510 - Basic Program

520 - Division Distribution

530 - Majors

540 - Minor

560 - Curriculum Changes

570 - Program of Studies

CHAPTER FIVE

THE CURRICULUM

500 General Education

501. Rationale

Accepting liberal education as those experiences which liberate men from their provincialism and enables them to go forth as mature human beings able to appropriate the rich resources of their own and foreign cultures, the College has established the following general education program for all its' students. In agreement with the thinking of modern educators, the College has set up its' curriculum so as to allow the student to write his own program with the minimum amount of restrictions, thus allowing him to develop along his specific talents and inclinations. However, aware of the danger of over-specialization and the importance of coming in contact with all sources of human knowledge, the General Education program of the College has been divided into the Basic Program requirements and Division Distribution areas.

510 Basic Program

511. Basic Requirements

The College feels that the following specific courses are basic for every student in the attainment of the objectives of the College, and therefore requires them of every student.

1. Theology	Theo. 151 - Christian Living	3 hrs.
	Theo. 180 - The Bible	3 hrs.
	Theo. 264 - Revelation, God, Jesus	3 hrs.
	Theo. 342 - Church and Sacraments	3 hrs.
	TOTAL	12 hrs.
2. Philosophy	Phil. 105 - Intro. to Philosophy	2 hrs.
	Phil. 123 - Formal Logic	2 hrs.
	Phil. 220 - Oriental Philosophy	2 hrs.
	TOTAL	6 hrs.
3. English Comp.	Eng. 111 - English Composition I	3 hrs.
	Eng. 112 - English Composition II	3 hrs.
	TOTAL	6 hrs.

4. Speech	Sph. 133 - Basic Speech I	1 hr.
	Sph. 134 - Basic Speech II	1 hr.
	Sph. 241 - Oral Interpretation	1 hr.
	TOTAL	3 hrs.
5. History	Hist. 201 - European Civilization 1500 to 1815	3 hrs.
	Hist. 202 - European Civilization Since 1815	3 hrs.
	TOTAL	6 hrs.

512. Basic Program Restrictions

Courses of the Basic Program may not be used to fulfill the requirements of the Division Distribution or of the Cross-Cultural Minor. They may be used, however, to fulfill the requirements of a major degree program depending upon the decision of the department concerned.

520 Division Distribution

521. Rationale

In the general move away from the rigid traditional method of a total structured curriculum towards a more individualizing program where a student is permitted to select his own courses on the basis of personal interest or goals, care must be taken not to lose sight of the necessity of a certain structure so that the objectives of the College are attained. This certain structure is also necessary to guard against an accumulation of isolated and unrelated knowledge on the one hand, and a narrow and one-sided specialization in a topic of one's choice on the other hand. To assure then, a proper rounded-out education of the total man, the College requires that a student choose 12 hours of courses, at a minimum, from each of the four sources (Divisions) of knowledge.

522. Division Distribution

The following are the four sources or divisions of all knowledge, together with the rationale for their being included in the curriculum of this College.

Divisions	Areas	Rationale
I DIVISION	Philosophy and Theology	Man's Quest for the Ultimate Man seeks the ultimate reasons for being and that of all races through reason and revelation.
II DIVISION	Language, Literature & Fine Arts	Man's Creativity Man seeks through an exploration and exercise of the arts, to develop an appreciation of God's creative power expressed in human works of art of all races, and thus also awaken one's own creative potential.
III DIVISION	Social Sciences	Man's Social Relations Man seeks an understanding of man's relationship with other men and races as means to his ultimate goal.
IV DIVISION	Mathematics and Science	Man's Natural Environment Man pursues man's understanding of the natural world through empirical inquiry, thus delving into the depth of the Wisdom and Power of God as expressed in his universe for the benefit of all mankind.

523. Division Distribution Requirements

1. Every student is required to take twelve hours in each Division as a minimum. The Division within which his major program falls is automatically excluded. This leaves each student with but three divisional requirements.

2. Any course offered in the catalogue within the Division area may be used to fulfill the Division requirements. The general traditional rule, that no single course can fulfill more than one requirement, is also valid here. As an exception, however, a department may accept a course towards a major program that is already fulfilling another requirement.

524. Structure - In order to give the student an opportunity to individualize his program, the Division Distribution of courses should not be structured anymore than absolutely necessary. Clerical students, however, are required to fulfill the academic entrance requirements of their prospective major seminary.

530 Majors

531. Declaration of Major - No later than the end of the sophomore year, each student must choose a field of concentration, which ordinarily consists of a group of eight or more courses in a single department of instruction, as indicated in the catalogue under the various departmental requirements. In making this selection the student must consult his advisor and submit his application to the department concerned. The application may be refused if the student has not shown sufficient promise in that particular subject. Students are held to the requirements for the major in force at the time of their selection. If, after this selection they change their major, they will be held to the requirements for the major in force at the time of the new selection. A change in the major requires the written consent of the Committee on Academic Affairs. (Samples of Application for Admission to a Major Department Form A, and, Change of Major Form CM, may be found at the end of this chapter.)

532. Fields of Concentration - Degrees may be obtained in four fields of concentration: English, Mathematics and Science, Philosophy, Sociology. The specific requirements for the degrees will be found stated in the current catalogue.

540 Minor - Cross-Cultural Studies

541. Rationale - An obligatory minor in Cross-Cultural Studies is required of every student to basic cross-cultural knowledge that will;

1. help him understand and appreciate the nature, organization, and dynamics of culture;

2. make him open and more sensitive to human psychological, sociological, and cultural variability;

3. introduce him to the practical missiological principle of "Unity in Diversity," a principle that should be understood well enough to give the student a cross-cultural awareness of his further learning experiences, e.g., in Moral Theology, Liturgy, Homiletics, and practical pastoral work.

542. Courses for Cross-Cultural Studies

Soci. 133 - Introduction to Cultural Anthropology	- 3 hrs.
Soci. 138 - Applied (Missiological) Anthropology	- 2 hrs.
Soci. 271 - Missiology	- 3 hrs.
Soci. 470 - Area Study	- 4 hrs.
Cross-Cultural Elective	- 2/3 hrs.
Modern Foreign Language or Linquistics	- 6/5 hrs.

543. Cross-Cultural Elective - The student must choose one elective from courses achieving one or more of the objectives of the Cross-Cultural Studies Minor. The decision as to which courses fulfill this requirement is left to the Department of Social Sciences.

544. Modern Foreign Language

1. Students who have no modern foreign language or only one year of it must take six hours of either French, German, or Spanish.

2. Students who have had two or more years of a modern foreign language may choose either to continue in that language or take five hours of Linguistics.

3. Students whose basic language is other than English may take six hours of English language (preferably TEFL) in the place of French, German, or Spanish.

4. The objectives of the Modern Elementary Foreign Language courses are:
   a) Learning experience in taking another language of another culture,
   b) Reading knowledge.

545. Linguistics - Those who have completed their modern foreign language requirement in high school and choose to take Linquistics instead of further studies in their foreign language, are to take the following courses:

Ling. 210 - Linguistics Across Cultures -	- 3 hrs.
Ling. 220 - Applied Linguistics in the Service of the Church and Mankind	- 2 hrs.

546. Department Responsibility - The Department of Social Sciences is responsible for the development and structure of the Cross-Cultural Studies Minor.

560 Curriculum Changes

561. Process of Curriculum Changes

1. Curriculum changes may be initiated by the following groups, as indicated under their rights and duties in their respective section of the Faculty Handbook;
   a) Faculty Council
   b) Committee on Academic Affairs
   c) Individual Departments

2. Before becoming effective, any essential changes of the curriculum must be approved by the following groups;
   a) Committee on Academic Affairs
   b) Faculty Council

3. A department may, however, introduce or drop a course within its major program without further approval.

562. Review of Course Offerings - In order to avoid an undesirable proliferation of courses, as well as to periodically cull others no longer justified, not to mention the possible addition of courses or a total revision of a program due to the changing circumstances of the times, each department chairman within his department is to make a systematic review of its course offerings several months before the issuance of each new catalogue. With the same objective in view, the Committee on Academic Affairs is to make a similar review.

563. Key to Course Numbers - The following procedure will be followed in all departments in establishing course numbers:

0 - 99	-	Remedial or introductory work, conferring no credits
100 - 199	-	Freshman Courses
200 - 299	-	Sophomore Courses
300 - 399	-	Junior Courses
400 - 499	-	Senior Courses

The first digit indicates the year in which the course is normally taken. The second digit indicates the division of topics within a department. The third digit indicates a further breakdown within a division, e.g.;

Eng. 2--	Sophomore Course
Eng. 24-	English Literature
Eng. 242	English Literature -- Romantic Period

Roman numerals after the course description would indicate the number in sequence of courses the particular subject was broken down into, such as Calculus I, II, III.

570 Program of Studies

PROGRAM OF STUDIES

Name _____ Major _____ Date _____

Basic Program (33)

Phil. (6)	Theo. (12)	Speech (3)
Phil. 105	Theo. 151	Sph. 133
Phil. 123	Theo. 180	Sph. 134
Phil. 220	Theo. 264	Sph. 241
	Theo. 342	

Comp. (6)	Hist.W. (6)
Eng. 111	Hist. 201
Eng. 112	Hist. 202

Division Distribution (36)

I	II	III	IV
(12)	(12)	(12)	(12)

Major ( )

Cross-Cultural Minor (18/19)

For. Lang. (3)	Ling. 210 (3)	Soci. 133 (3)
For. Lang. (3)	Ling. 220 (2)	Soci. 138 (2)
Soci. 271 (2)	Soci. 470 (4)	Elect. (2/3)

Electives ( )

Students are urged to work out their own program with the help of their Academic Advisor. By recording the courses that you plan on taking in the appropriate squares and crossing them out as each course is successfully completed, a student will be able to better evaluate his progress and

Form A

DIVINE WORD COLLEGE

APPLICATION FOR ADMISSION TO A MAJOR DEPARTMENT **

A. I, _____, hereby request admission as a major in the Department of _____.

Date _____ Signed _____

Class _____ Cumulative Quality Point Average _____

B. FORM FOR APPROVAL: To be signed and filed in the office of the Academic Dean.

The Department of _____ at a departmental meeting held on _____ approved the request of the above named student for admission as a major on the condition that the applicant continues to meet the requirements of the department.

Remarks _____

Notification of admission sent to the above named student on _____

Signed _____
Chairman

C. FORM FOR REJECTION: To be signed and filed in the office of the Academic Dean.

The Department of _____ at a departmental meeting held on _____ rejected the request of the above named student for admission as a major for the following reasons: _____

_____

Notification of rejection sent to the above named student on _____

Signed _____
Chairman

** Three copies with Section A are to be filled out by the student and presented to the Academic Dean. The student will be notified if accepted or rejected by the Department.

Form CM

Change of Major **

A. I, _____, request permission to change my major from _____ to that of _____.

The reasons for the change are the following:

_____

_____

_____

Class _____ Cumulative Q. P. _____ Date _____

Signed _____
Student

B. Department Release (To be signed by the Chairman of the Department in which the student has been majoring.)

I have been approached by the above named student regarding a change in his field of concentration and concur in the same.

Signed _____
Chairman of the Deptment

C. FORM FOR APPROVAL: To be signed and filed in the office of the Academic Dean.

The Department of _____ at a departmental meeting held on _____ approved the request of the above named student for admission as a major on the condition that the applicant continue to meet the requirements of the department.

Remarks _____

Notification of admission sent to the above named student on _____

Signed _____
Chairman

** Three copies with section A and B are to be filled out and presented to the Academic Dean by the student. The student will be notified if accepted or rejected by the Department.

CHAPTER SIX

MODES OF INSTRUCTION AND EXTRA-CURRICULAR ACTIVITIES

600 - Modes of Instruction

620 - Enrollment at Other Colleges

630 - Apostolic Activities

640 - Symposiums and Workshops

CHAPTER SIX

MODES OF INSTRUCTION AND EXTRA-CURRICULAR ACTIVITIES

601 Modes of Instruction

601. Seminars, properly so-called, are offered to a small number of students, centered upon the scholarly investigation of particular themes in an area in which these students already have a general background, with a view to a deeper understanding of the basic sources, tools of research, and methods of reporting in that area of study. Such understanding is to be achieved chiefly through the supervised preparation of a seminar paper and discussions of problems pertinent to the topics of the course.

602. Lecture series extend instruction beyond the curriculum by the usual methods of lecture and discussion without, however, requiring assignments, repetitions, and examinations. They confer no credits.

603. Study clubs are small groups of students who meet at scheduled times, under the chairmanship of a member of the faculty or of a student moderator, to share the results of each one's study in a well-defined area, without recourse to formal methods of research and without the production of a formal report. They confer no credit.

604. Correspondence courses are studies carried on by individual students through systematic correspondence with other educational institutions and the taking of required examinations. Whether the credits obtained are to be recognized by this Collegee will depend in each individual case on the decision of the Committee on Academic Affairs.

605. Telecourses consist of courses in which instruction is provided by an outside instructor by means of television or telephone. The acceptance of the work for credit would require direction of a member of the faculty, proof of achievement by examination or other accepted means, as well as the approval of the Committee on Academic Affairs.

606. Independent studies are courses carried on privately by individual students under the guidance of a member of the faculty, with a mutually agreed upon area of study, with guidance interviews of suitable frequency, and with a written or an oral examination as evidence of solid achievement. Such studies may be undertaken only by students who have a 3.5 quality point average and have received prior approval of the Committee on Academic Affairs.

607. Field trips are educational excursions beyond the college campus, planned and conducted as a supplement to their teaching activities, by members of the faculty, with the approval of the President and the department chariman. In addition, if a field trip is to be a compulsory requirement, this, too must be approved by the department chairman.

608. Ordinarily, only six credits will be allowed in a field of concentration for correspondence courses, telecourses and other forms of independent study, providing the department chairman approves. Outside the field of concentration, no limit is established for the number of credits that can be earned in this way, provided the courses are in harmony with the student's academic program.

620 Enrollment in Other Colleges

621. Policies Regarding Divine Word College Students at Other Colleges

The following are overall general policies or guidelines for all those who are admitted as students at Divine Word College and who wish to attend any of the other colleges:

1. Only courses actually unavailable at DWC may be taken elsewhere.

2. The student attending any of the other colleges must fully participate in the DWC spiritual formation program, with any modifications or adjustments in this regard requiring the express approval of the Dean of Students.

622. Students Who Are Taking Their Degree at Divine Word College

Students who are taking their degree at DWC may, under certain circumstances, take courses outside DWC. Such arrangements are subject to the following guidelines:

1. They must have prior permission of both the Academic Dean in regard to the academic matters, and of the Dean of Students in regard to the formation program.

2. Credits earned at another college must be accepted by the department concerned, if they are to be applied towards fulfilling degree requirements. Any general education credits fulfilling graduation requirements to be accepted, must be approved by the Committee on Academic Affairs. Whatever courses are accepted will be computed towards the student's quality point average.

623. Students Who Are Not Taking Their Degree at Divine Word College

One who has been admitted as a student at DWC must have the prior permission from the Admissions Committee to establish a program leading to a degree outside of DWC and is subject to the following guidelines:

1. The student will be given an academic advisor at DWC appointed by the Committee on Academic Affairs. This advisor has the same functions in regard to courses the student takes at DWC as other academic advisors at DWC.

2. For the seminarians, the academic advisor will normally be a member of the Department of Philosophy and Theology, approved by the department. This is to inusre that the Student's philosophical and theological background is equivalent to that expected of the DWC seminarians.

3. Any expenses incurred in implementing an academic program is to be defrayed by the student concerned as determined by the administration.

624. Students at DWC Who Are Not Seeking an Undergraduate Degree

1. Each student will be given an academic advisor at DWC.

2. The student is to take a load approved by his advisor.

3. Seminarians who already have a degree are to take as essential:

   a) All the philosophy courses in the core curriculum.

   b) The theology course: "Introduction to the New Testament".

   c) Preference in the other courses to be taken, should be given to the Behavioral Science especially to Sociology, Anthropology, and Psychology.

4. Arrangements for particular courses to be taken outside DWC follow the procedure indicated above in No. 622.

5. Financial arrangements for such students are, in general, the same as for full-time students at DWC.

625. Transfer Credits - Credits earned at another college must be accepted by the department concerned if they are to be applied towards fulfilling degree requirements. Any general education credits fulfilling gradua tion requirements, to be accepted, must be approved by the Committee on Academic Affairs. Whatever courses are accepted will be computed towards a student's quality point average.

630 Apostolic Activities

631. Apostolic Activities - The program of apostolic formation is not optional to our seminary education; therefore, with the exception of the first semester of the freshman year, we require that our students take an active part, in one form or another, of the lay apostolate throughout their years in the seminary unless excused by the Dean of Students.

632. Practical Activities intended to apply and supplement the theoretical training given in academic courses include religious instruction, practice teaching, field trips, and academic programs, as well as writing for publication, vocational interviewing, and amateur broadcasting. The first of these activities are carried on according to the following procedure.

640 Symposiums and Workshops

641. Symposiums and workshops are to be initiated and supervised by the Committee on Academic Affairs.

642. The Thomas Megan Mission Symposium is to be held annually on the anniversary of the death of Father Janssen, the founder of the Society of the Divine Word.

643. The Workshop held during the first semester of the academic year is to be in honor of the Holy Father, and is to be presented on a rotation basis by the various departments on topics dealing with their specific areas.

CHAPTER SEVEN

THE LIBRARY

700 - General

710 - Services and Facilities

CHAPTER SEVEN

THE LIBRARY

700 General

701. The purpose of the library is to provide the study and reference materials required for supplementing classroom instruction, to encourage students to develop good reading habits as a means of continuing self-education, to provide religious guidance in their spiritual preparation for the priesthood and brotherhood, and to stimulate and develop their cultural interests. It shall also serve members of the faculty in their research and class preparation, and be of service to all members of the institution in all their vocational and professional needs, in particular by providing general and special material on the mission countries in which our graduates serve.

702. Library Council - There shall be a Library Council consisting of:
1. the Library Director, ex officio as Chairman
2. the Assistant Librarian
3. one member from each department appointed by the respective department
4. one student representative appointed by the Student Council.

703. Book Selection

1. Faculty members, through their department chairmen will assist in the selection of books. In order to maintain adequacy and balance in the book collection, there must be collaboration and cooperation between the Library Director and faculty, as well as consistent and intelligent effort on the part of each faculty member.

2. When a book suggested by a faculty member for the library arrives, the library staff will inform the faculty member concerned about its arrival and will also process it immediately so as to make it available to the faculty member as soon as possible.

3. Faculty members will also recommend from their fields, volumes to be discarded or retired to the inactive stacks. The Library Director should, at least every five years, cull volumes to be discarded or retired from all other sections of the library.

704. Book Ordering

1. All library materials will be ordered by the Library Director. The requests should be made on the forms provided by the library, and as far as possible, bibliographical data should be supplied. All forms must be signed by the respective department chairman.

2. At the end of the first semester the Library Director is to send to each department chairman an account of his department's expenditures. As the responsibility of the entire book selection process rests with the Library Director, so too does the final approbation of all orders.

710 Services and Facilities

711. Faculty Loans - Loan periods will be indefinite. One week before the end of the first semester and one week before the end of the second semester on an announced date, all books and library materials of all kind will be due. Any book needed may be recalled to the library after two weeks use.

712. Periodicals - Current periodicals are not to be circulated, but must be used in the library. Back issues of unbound periodicals may be borrowed for three days.

713. Records, Tapes, Filmstrips - Records, tapes, and filmstrips may be borrowed for class or private use according to prevailing library practices.

714. Reserve Books - The purpose of the class reserve is to enable all students of a class to fulfill a particular reading assignment. mended reading that is not required should not be placed on reserve. Books should be removed promptly from the reserve list when they are no longer needed. When placing books on reserve, the faculty member will make use of the forms provided at the charging desk. Twenty-four hours notice is required. A list of the books on reserve for a class should be given to the student by the instructor. A card file of all books or materials on the reserve will be kept at the charging desk.

715. Interlibrary Loans - Material needed and not available in the library may be obtained through interlibrary loans. This service is administered in accordance with the code of the Association of College and Reference Libraries. It is an arrangement between libraries; books are not sent directly to individuals but to the library, and the loan period is for two or three weeks as specified by the lending library. There may be a possibility of a renewal, but it must be requested before the original loan has expired. All requests for interlibrary loans should be typed.

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ADMINISTRATION MANUAL

DIVINE WORD COLLEGE

A COLLEGE OF LIBERAL ARTS

August 15, 1975

Epworth, Iowa 52045

FOREWORD

The first Faculty Handbook was issued by the Executive Committee on Education in September 1964. It was intended only as a temporary measure as it was expected that the College faculty would revise it to suit the prevailing conditions. The first revision took place during the academic year 1965-1966 and again in 1966-1967 in preparation for candidacy in the North Central Accrediting Association. The academic years 1969-1970 found the College preparing for accreditation with the Faculty Handbook again being revised. This was the last revision. Since that time the incidental changes or additions made during each preceding academic year were inserted and published before the new academic year.

After the accreditation in 1970 when emphasis was placed on the position of the Chief Executive Officer and his authority, it was decided to break down the existing handbook into the "Faculty Handbook" and the "Business Policies and Procedures Handbook". The latter being under the control of the Board of Administration and the Faculty Handbook being the responsibility of the Faculty Council.

Now some years later with the line of authority in sharper focus, it was found that the two handbooks needed not only an up-dating but also a more definite statement of areas of competence. It is hoped that in these revisions the ambiguities and contradictions that were too apparent in the former editions have been resolved. We trust that these revised handbooks, the "Faculty Handbook" and the "Administration Manual", will be a helpful source of information to all staff members and will also serve as a means of orientation for all new members as to the existing policies of our College.

Louis J. Lutzker, S.J.
President
August 15, 1975

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CHAPTER ONE

GENERAL POLICIES AND OBJECTIVES

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CHAPTER ONE

GENERAL POLICIES AND OBJECTIVES

100 The Divine Word College is a corporation established in the state of Iowa as a non-profit charitable educational institution. It is an integral part of the training program of the Society of the Divine Word in its world-wide mission of education and work for the welfare of mankind.

101. The General Mission of the College:

Divine Word College is a sub-unit of the Society of the Divine Word and, as such, derives its General Mission from a balance of the requirements of its role in the parent organization and the professional requirements of its role as an institution of higher learning.

The Society seeks to place liberally educated, emotionally integrated members who are themselves totally committed to a life formed after Jesus Christ into other cultures to participate there in the establishment of Christian Community.

The charge from the Society to the College is to establish an educational program designed to provide experiences by which, at their level, candidates for membership in the Society may be expected to develop the qualifications necessary to carry out their role in the societal Mission.

102. The Objectives of the College:

Pursuant to this General Mission, the College undertakes:

1. The Establishment of a Liberal Arts Program.

The College, as required by the diversified activities of the Society, seeks to promote the harmonious development of the physical, psychosocial, intellectual, and value endowments of the students as maturing persons. The Liberal Arts Program is designed to guide the students in the acquisition of information, attitudes and skills in traditional and contemporary subject matter areas. It strives, as well, to provide opportunity for the student to develop habits of creative and critical thinking coupled with facility in effective communication. This is viewed as immediately preparatory to professional diversification into such specialized career areas as the priesthood, education, counseling, and social action.

2. A Program of Values Clarification for Vocational Decision.

Incumbent upon each student at Divine Word College is a firm, personal decision to commit himself to a life formed after Jesus Christ within a missionary priest or Brother life-style acceptable to the Society of the Divine Word. This requirement sets the student of Divine Word College quite apart in a significant way from his contemporary collegians. The College is intended to be a period of on-going, mature, self-examination leading to a free, unequivocal decision to commit his life and career to the Mission of the Society of the Divine Word. The College provides a support program designed through continuous values clarification-type activities to assist the student in this important developmental task.

Incumbent upon the faculty is the task of observing, testing and deciding in the place of the Society, as to the suitability of each student for such a commitment.

3. A Program for Cross-Cultural Orientation.

College students, who contemplate a commitment to a life of service among various cultures and racial groups, are expected to acquire--on the college level--a knowledge and appreciation of facts and attitudes that either unite or diversify human life, cultures and aspirations so that they may profit more in their advanced studies and later field experience as missionaries. Divine Word College, then seeks to provide an introduction--on the college level--to cultural variants and commonalities among the several peoples where the Society is active.

It is a basic assumption of the College faculty that a student who successfully pursues this threefold yet unified program will be prepared to work at the next higher level of his studies.

It is another assumption of the faculty that since this program is relevant to the general mission of the Roman Catholic Church, it is appropriate, as well, in the training of priests and members of other Religious Institutes and dioceses.

103. Implementation of the Objectives.

The College endeavors to implement these objectives in the following ways:

1. it offers courses in theology, philosophy, and social science, and on a more practical level, students may participate in various apostolic activities. Such activities enable our students to

experience work similar to that of the Divine Word Missionary and to learn methods and techniques which will be useful in their future work.

2. it provides a counseling and testing program; it organizes students into small groups of 8 to 12, under the guidance of a faculty member, so as to make possible the active cooperation of students with each other and with the faculty with a view to developing personal maturity, relationship to community, relationship with Christ, and development in a religious missionary vocation; it encourages participation in sports, drama, and cultural events at our College and elsewhere; it invites the students through their student council, to assume a shared responsibility for student life, to assist in the management of the College, and to provide orderly direction of student activities.

3. it offers:

   a) studies in language and literature which investigate linquistic structure and cultivate an appreciation of human values basic to an understanding of contemporary man;

   b) the acquisition of knowledge in the natural sciences relevant to man's contemporary situation;

   c) studies in the social sciences which contribute to an understanding of the nature and complexity of society and cultures;

   d) the study of philosophy and theology which deepen the understanding of man and foster an integrated outlook on life.

110

Changes and Interpretations

111. Administration Manual

1. The Administration Manual is the official code of rules governing the administrative affairs of the College.

2. Changes and official interpretations of the policies of this handbook, and the introduction of new policies, may be proposed by members at any meeting of the Board of Administration. After suitable discussion, the proposal will be voted on according to the following procedures:

   a. Voting is by a show of hands, unless a secret vote is requested by one or more members of the Board of Administration.

   b. A two-thirds vote of the Board of Administration present and voting is required to make any change effective.

   c. Any change in the Administration Manual which entails a change in the By-Laws shall not take effect until such change has been brought into concordance with Article X, Section 1, of the By-Laws.

CHAPTER TWO

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CHAPTER TWO

GOVERNANCE

200. Governing Bodies

201. Board of Trustees

1. Members

The Board of Trustees of the College are the following:

a. The Provincial Superiors of the U.S. Provinces and a Vice-Chairman elected from the Northern Province.

b. The President of the College

c. One College faculty representative elected by the faculty for a term of two years. (The term may also automatically end when the representative is no longer a member of the faculty.)

d. Four representatives from the Society

e. Not less than three, nor more than six non-members of the Society.

2. Appointment and Term of Office

The ex officio members (a & b above) for the duration of their office. The Society's representative and the six non-members of the Society (d & e above) shall be elected by the Board of Trustees for a period of two years, subject to re-election for subsequent periods.

3. Rights and Duties

3.1 To be legally responsible for the institution fulfilling the distinctive purposes for which it was founded, and to direct the evolution of these aims as time and the Society demand.

3.2 To oversee and approve the kind and quality of education offered; to help plan for educational growth. The Trustees will not legislate the particulars of curriculum or instruction. They can and should make general judgments concerning the kind and quality of the program and should insist that it be appropriate and excellent.

3.3 To counsel with and support the President of the institution, relying on him for leadership in educational policy and planning and assisting him in the exercise of that leadership.

3.4 To approve the annual budget.

202. Board of Administration

1. Members

Men holding the following administrative offices are to be members of this Board:

President as Chairman and Executive Officer
Vice President
Academic Dean
Dean of Students
Director of Development
Business Manager
Director of Admissions
Library Director

2. Appointment

They are appointed by the President.

3. Rights and Duties

3.1 To assist the President, in an advisory capacity, in the administration of the College within the framework of the By-Laws and of the policies laid down by the Board of Trustees.

3.2 To review the annual budget for submission to the Board of Trustees for approval.

3.3 To vote upon financial expenditures exceeding the individual authority of the President.

3.4 To deliberate and decide on all matters concerning the physical plant and equipment of the College.

3.5 To present a written annual report for the information of the Faculty Council, the first mid-semester of each academic year.

4. Power of Authority

In the absence of the President, the order of authority in the running of the College is the following:

Vice President
Academic Dean
Dean of Students
Director of Development
Business Manager
Director of Admissions
Library Director

5. Meetings

5.1 Meetings shall be held at least every two weeks. Accurate minutes shall be kept and signed by the Secretary and countersigned by the President or Vice President.

5.2 Special meetings may be called by the President, the Vice President, or upon the request of two members.

6. Quorum

6.1 A quorum shall consist of four members.

6.2 In cases of emergency, a lesser number may be acceptable, provided that a proxy be appointed by each absent member, the total of proxies not to exceed two, and provided further that the business transacted by subject to approval of the rightful members.

7. Agenda

The agenda are to be drawn up by the President and placed in the hands of the members before the mmetings. Members desiring to bring up topics should notify the President in such time that these topics may be transmitted to the other members in due time.

203. Faculty Council

1. Members

All teachers at the College, the Board of Administration, Directors of Admissions, Financial Aid Director, Librarians, and two student representatives chosen by the Student Council, all with voting privileges.

2. Rights and Duties

The chief functions of the Faculty Council are to share with the President, subject to his veto, the interpretation and development of academic and formation policies insofar as these are within the framework of the broad policies laid down by the By-Laws and by the Board of Trustees.

3. Meetings

3.1 Meetings are to be held once every two weeks, to be called by the President.

3.2 The agenda is to be drawn up by the President and posted before the mmetings. Topics may be contributed to the agenda by any member of the Council.

3.3 The meetings are to be chaired by the Vice President.

210 Administrative Personnel

211. The President

1. The President is elected by the Board of Trustees for a term designated by the By-Laws.

2. He is immediately responsible to the Board of Trustees.

3. Rights and Duties

3.1 Provide effective and stimulating educational leadership to administration, faculty, and students.

3.2 See that all policies established by the Board of Trustees are implemented fully; that all legal requirements are met; that proper educational standards are observed; that everything possible is done to attain the stated objectives of the College, and to promote the best interests of students and faculty.

3.3 Report regularly to the Board of Trustees upon the condition of the College and make such recommendations are are considered expedient.

3.4 See that the annual budget is prepared for the approval of the Board of Trustees and also that it is administered properly.

3.5 Be responsible for the appointment as well as the termination of service of all administrative and faculty members.

3.6 Appoint such officials and committees as necessary for the efficient conduct of the College.

3.7 Preside at all meetings of the Board of Administration.

3.8 Be an ex officio member of all standing committees in the College.

3.9 Supervise all official publications of the College.

3.10 Represent the College to the general public, to educational groups and agencies, and in general be the spokesman in all external relations.

3.11 Supervise the raising of funds for the support and development of the College.

212. Vice President

1. The Vice President of the College, who may or may not be concurrently the Academic Dean, is appointed by the President. He is ex officio a member of the Board of Administration and Chairman of the Faculty Council.

2. In the absence or inability of the President he acts in the place and name of the President.

213. Academic Dean

1. The Academic Dean is appointed by the President. He is ex officio a member of the Board of Administration.

2. He is in charge of the academic program of the College and is ex officio Chairman of the Committee on Academic Affairs.

3. Rights and Duties

3.1 To foster and nurture the growth in academic excellence by assuming the leadership and responsibility in shaping the curriculum, course planning, faculty orientation, assignment of teaching load, textbook adoption, presiding at and conducting faculty meetings, and all other major academic concerns of the College and its faculty.

3.2 To make recommendations to the President regarding educational policies.

3.3 To bear immediate responsibility under the authority of the President for the order and conduct of studies and has authority over both the instructors and students in academic matters.

3.4 To present his recommendations to the Board of Trustees regarding promotion in rank and tenure.

214. Registrar

1. The Registrar is appointed by the President. The Academic Dean may or may not be concurrently the Registrar.

2. Rights and Duties

2.1 Take charge of all arrangements for the registration of students.

2.2 Schedule all classes and assign classrooms; plan teacher schedules in cooperation with the Academid Dean; section classes where required and set up student class schedules.

2.3 Prepare examination schedules as required.

2.4 Keep all academic records and issue all transcripts in accordance with the College regulations.

2.5 Verify, for the approval of the Academic Dean, all candidates for academic honors and for graduation.

2.6 Prepare the academic calendar of the College; collect the material and prepare the College catalogue for publication, in cooperation with the Academic Dean.

215. Dean of Students

1. The Dean of Students is appointed by the President for a period of three years, and is an ex officio member of the Board of Administration.

2. Rights and Duties

2.1 Is immediately responsible to the President for the supervision and formation of the students.

2.2 Coordinates the efforts of the student moderators in the harmonious achievement of the aims and purposes of our seminary college.

2.3 Personally, or through one of his associates, interviews each student once a semester and periodically holds conferences with the entire student body.

2.4 Exercises general supervision over non-academic counseling, social and cultural activities.

2.5 Communicates with the faculty, student body, and general public on matters concerned with student life.

2.6 Prepares the "Student Handbook", implements its rules and regulations as these pertain to student deportment, either on or off the campus.

2.7 Works closely with the Student Council.

2.8 Conducts the orientation program.

2.9 Is responsible for all students' safety, such as fire drills, swimming pool safety, driver regulations, etc.

216. Associate Dean of Students

1. The Associate Dean of Students is recommended by the Dean of Students and appointed by the President for a term of three years.

2. Rights and Duties

2.1 Shares responsibility with the Dean of Students for the implementation of the total formation program.

2.2 Is to represent the Dean of Students, in his absence, at all meetings of committees of which the Dean of Students is an ex officio member

2.3 Is to represent the Dean of Students in formational interviews with students, at the discretion of the Dean.

2.4 Has particular responsibility to develop, implement, and supervise the formation program for the Junior Professed.

217. Assistant Dean of Students

1. The Assistant Dean of Students is recommended by the Dean of Students and appointed by the President for a term of three years.

2. Rights and Duties

2.1 Shares with the Dean of Students and his Associate responsibility for the implementation of the total formation program.

2.2 May be designated by the Dean of Students to represent him at meetings of committees of which the Dean of Students is an ex officio member, in the absence of the Dean or his Associate.

2.3 Is to represent the Dean of Students in formational interviews with students, at the discretion of the Dean.

2.4 Is charged with immediate responsibility for the continued development and implementation of the program of Spiritual Direction.

2.5 Organizes and supervises the program for formational in-put (i.e., student conferences, lectures, special speakers).

218. Counselor

1. The Counselor is appointed by the President.

2. Rights and Duties

2.1 Provides opportunites for personal counseling, receives referrals from the Dean of Students and student Moderators, and holds a scheduled interview with the students.

2.2 Administers tests with a view to facilitating self-understanding, vocational choice and psychological fitness for the priesthood and brotherhood.

3. Procedures to be Followed For the Counseling Service:

3.1 A student registered at the Divine Word College is to be free to decide whether or not he wished to take psychological tests provided by the Counseling Service.

3.2 The Counselor is allowed to recommend psychological tests at his own prudent discretion and judgment whenever he feels:

a. that tests are needed to pursue areas relevant to immediate counseling needs;

b. that tests are needed to clarify areas of stress or for reasons of positive affirmation;

c. that the subject may be helped in discovering his hidden or unconscious needs, so that he can deal with them more effectively.

3.3 All test results will be strictly confidential and are only to be released with the written consent of the subject. The signed release of written consent is to be kept in the Counselor's file.

3.4 The raw test data is never to be released even to qualified persons such as other Counselors, or Psychologists, or similar qualified persons. These persons are to be provided only with the interpretation of the test data.

3.5 The interpretation of the test results may be released to the following if the subject so desires:

a. Spiritual Director, Moderator, or Dean of Students;

b. Some other qualified person such as a Counselor, a Psychologist, a future Novice Master, etc.

3.6 The tests recommended are the following:

a. Thematic Apperception Test, Syndrome Approximation Test, McGovern's Tests;

b. Other useful tests, which include vocational inventories, personality tests, study habit tests, and the like.

3.7 All test data and their interpretation will be kept locked in a fireproof file.

3.8 The Counselor shall not hold any position that would in any way involve a threat to confidentiality. He would in no way be involved in the discipline of the College. Above all, he would have no vote, either for or against, any subject or student in Divine Word College while the subject is here, or after the subject leaves, without a written consent of release from the subject.

219. Moderators

1. The Moderators are nominated by the Dean of Students and appointed by the President for a term of one year.

2. Rights and Duties

2.1 The Moderator is immediately responsible for the development of the students in his group in the areas of:
a. personal maturity
b. relationship to community
c. relationship with Chirst, and
d. development in his religious missionary vocation.

2.2 The Moderator carries out the responsibility especially in the following ways;

a. Through group activities (group meetings, liturgies, prayer and a retreat).

b. Through individual counseling (he makes himself especially available to his group, he takes the initiative to contact the members of his group when necessary, and he conducts regular interviews with members of his group).

c. Through referrals (when special help beyond his competence is needed).

d. Through cooperation with the disciplinary policies of the College and with the sanctions imposed by the proper authorities.

2.3 The Moderator works together with and is responsible to the Dean of Students and the group of Moderators. Together this team evaluates the progress among the students so that a viable program is maintained in achieving the objectives of the College.

220. Assistant Dean for Training in Ministry

1. The Assistant Dean for Training in Ministry is recommended jointly by the Dean of Students and the Academic Dean and is appointed by the President for a term of three years.

2. Rights and Duties

2.1 Is in charge of all the Apostolic Activities of the College.

2.2 Works with the Dean of Students and the Academic Dean for the implementation of the Apostolic Activities Program.

221. Academic Advisor

Academic Advisor is the title given to those members of the faculty who are appointed to advise individual students in academic matters, to direct their progress through their degree program, to advise regarding taking on of an overload of classes or withdrawal, and similar matters affecting their academic advancement.

222. Library Director

1. The Library Director is appointed by the President and is ex officio a member of the Board of Administration and a member of the Faculty Council.

2. In the exercise of his duties, he is directly responsible to the President.

3. Rights and Duties

3.1 Is responsible for administration, supervision and development of the library.

3.2 Is ex officio Chairman of the Library Council.

3.3 Is authorized to expend the funds provided for the library in the budget.

223. Director of Admissions

The Director of Admissions is the Vocational Promoter of the College and is appointed by the President. He has the responsibility of receiving and processing applications in accordance with the established policies. He is chairman of the Committee on Admissions and informs all applicants of their acceptance or rejection by the Committee. He is also ex officio a member of the Board of Administration.

224 . Business Manager

1. The Business Manager is appointed by the President. He is ex officio a member of the Board of Administration, and Chairman of the Committee on Financial Affairs.

2. His chief function is the supervision and control of the business activities and financial interests of the College, and the management of its physical facilities.

3. He is directly responsible to the President for the proper execution of his duties.

4. Rights and Duties

4.1 Supervise the collection of the income and revenues of the College, watch over its investments, and with proper authorization, make payment from its funds to meet the various financial obligations of the College.

4.2 Maintain a proper system of bookkeeping and accounting and furnish such financial statements to the President and Board of Trustees as may be required.

4.3 Direct personnel policies for all non-academic employees and supervise the maintenance of buildings and grounds.

4.4 Keep the President fully informed on the financial affairs of the College and on all important business and management problems as they may arise.

4.5 Prepare the annual budget with the Committee on Financial Affairs and exercise the necessary budget control.

225 . Director of Development

1. The Director of Development is appointed by the President. He is, ex officio, a member of the Board of Administration and the Finance Committee.

2. His chief function is the supervision and coordination of all development planning, fund-raising, alumni relations, and public relations of Divine Word College.

3. He is directly responsible to the President for the proper execution of his office.

226. Director of Financial Aid

1. The Director of Financial Aid is appointed by the President and is ex officio a member of the Committee on Financial Affairs and the Faculty Council.

2. He is directly responsible to the Business Manager.

3. Rights and Duties

3.1 The primary duty of the Director of Financial Aid is to provide financial assistance to the students.

3.2 The Director of Financial Aid calculates the individual student's budget, prepares his aid packet, determining what he will need in the way of grants, loans, and work-study subsidies.

3.3 Establish and maintain the Financial Aid Office so that it functions according to the requirements of the Federal Government and the College.

3.4 Keep accurate and up-to-date records concerning aid to students and the College, fill out forms required for aid programs entered by the College and keep up-to-date on every kind of aid available to the College and its students.

3.5 Keep the President, the Business Manager, the faculty and the student body informed on all aid programs that concern them.

3.6 Solicit the cooperation of the personnel of the business office and the faculty so that all the duties of the office can be carried out properly.

227. College Chaplain

1. The College Chaplain is appointed by the President for a period of one year and is responsible to the President.

2. Rights and Duties

2.1 Is in charge of all the regular and special religious services at the College.

2.2 Is responsible for and in charge of the liturgical music rendered in the College chapel.

2.3 Is in charge of the general maintenance and order in the main chapel, the crypt, and the sacristies.

228. Executive Secretary of Studies Abroad

1. The Executive Secretary of Studies Abroad is appointed by the President and is responsible to the President.

2. Rights and Duties

2.1 To advise in the formation of the guidelines for the program.

2.2 To follow the guidelines for the program as approved by the Faculty Council.

2.3 To inform students of their acceptance in the program after the necessary approvals have been received.

2.4 To handle the official correspondence of the program that originates or terminates at Divine Word College.

2.5 To present periodically to the Faculty Council an evaluation of the program.

2.6 To represent the College in dealing with other agencies engaged in similar activities and at meetings concerning studies abroad.

229. Director of Health Services

1. The Director of Health Services is appointed by the President for a period of one year and is responsible to the President.

2. Rights and Duties

2.1 Responsible for the maintenance and general order of the infirmary.

2.2 Provides for the physical and spiritual care of the sick.

2.3 Responsible for the updating and safekeeping of health records.

2.4 Responsible for the proper storage of medications and the supervision of their use.

2.5 Makes referrals, when appropriate and necessary, to the officially appointed licensed physician of the College.

2.6 Responsible for the issuing of official excuses from class because of health reasons.

2.7 Informs the faculty members regarding students officially excused from class attendance due to health reasons.

230. Director of Athletics

The Director of Athletics is appointed by the President for a term of one year and is in charge of the entire sport program of the College, as well as of all facilities involved in the program. This will include the scheduling, the use of, and the collecting fees, for the pool, showers, locker rooms, gymnasium, and the athletic grounds.

231. Secretary of the Faculty Council

The Secretary of the Faculty Council shall be chosen at the beginning of each academic year by the President in consultation with the Academic Dean, for a term of one year, and shall have as his or her right and duty the taking of minutes of the meetings of the Faculty Council and of the convocations of the faculty and student body, the reading of the same in subsequent meetings, and the preservation of the same in a special file in the office of the President.

240 Standing Committees

Standing Committees are established to expedite the work of the administration as well as that of the Faculty Council by closer investigation and discussion of the matters which fall within their competence as described below, and by reporting their findings and decisions to the governing bodies when requested by the same.

A. Committees of the Board of Administration

241. Committee on Admissions shall consist of the vocational promoter as Director of Admissions and Chairman, the Academic Dean, Dean of Students, and the Counselor. This committee has the decisive vote as to the acceptance or rejection of all applicants. It is responsible to the Board of Administration.

242. Committee on Financial Affairs shall be composed of the Business Manager as Chairman, the Director of Development, the Director of Financial Aid, one other member appointed by the President and a student representative elected by the Student Council. It is responsible to the Board of Administration. The term of office for the appointed member is for one year.

1. Rights and Duties

1.1 After consultation with the various department chairmen, it shall prepare the annual budget with the President for presentation to the Board of Administration before final approval by the Board of Trustees.

1.2 Under direction of the President, to review the monthly financial report.

1.3 Establish salary scales for instructional and non-academic personnel, subject to the approval of the Board of Administration.

1.4 The President from time to time may establish the Committee as an "ad hoc committee" to investigate and advise him regarding the temporary projects of purchasing and financing.

B. Committees of the Faculty Council

251. Committee on Academic Affairs shall consist of the Academic Dean as Chairman, the Chairmen of the Academic Departments, the College Counselor, and a student representative elected by the Student Council. It is responsible to the Faculty Council.

1. Rights and Duties

1.1 To supervise the development of the curriculum courses and syllabi.

1.2 To review and make recommendations concerning the specific requirements for the various degree programs.

1.3 To review all course offerings, at the time of the issuance of each new catalogue.

1.4 To consider the requests of individuals to withdraw from courses.

1.5 To decide on requests to assume an overload.

1.6 To determine the number and type of extra-curricular activities an individual student is to assume.

252. Committee on Rank

1. Members

The Chairman is to be appointed by the President for a period of three years, and two other members are to be elected by the Faculty Council for the same period on a staggered basis. No one holding an administrative job is to be eligible for the committee except the Chairmen of the Departments.

2. The Committee is responsible to the Faculty Council.

3. Rights and Duties

3.1 To make recommendations as to promotion in rank.

3.2 To determine the eligibility as regards to bonus.

3.3 To determine the annual advancement in steps on the salary scale as called for by the Faculty Handbook.

3.4 To be responsible for the evaluation of the instructional faculty.

3.5 To undertake all inquiries, at the recommendation of the President, as to cause for dismissal, or termination for cause, of continued renewal of contract of a non-tenured faculty member, the method of procedure to be that recommended by the AAUP.

253. Committee on Student Activities and Welfare

1. Members

The Committee shall consist of the Dean of Students, the Academic Dean, three faculty members two of which must be SVD members, elected by the Faculty Council at the beginning of each academic year, and two student representatives.

No member of the committee, except the Dean of Students, is to hold an official position as Counselor or Moderator. However, at the student's request, any faculty member of his choice may attend the probationary hearings in an advisory capacity.

2. The committee is responsible to the Faculty Council.

3. Rights and Duties

3.1 In matters pertaining to academic probation, the Academic Dean will call a meeting of the Committee and preside as Chairman but will have no vote except in the case of a tie.

3.2 In matters pertaining to possible disciplinary and/or vocational probation, the Dean of Students will call a meeting of the Committee and preside as Chairman but will have no vote except in the case of a tie.

3.3 The Committee has the right to place a student on probation or to dismiss him according to the procedures described under "Probation" in the Faculty Handbook.

254. Committee on Tenure

1. Members

1.1 The Committee shall comprise of five tenured members. (This stipulation would not be implemented until the College has at least seven tenured members. Until that time the committee may consist of non-tenured members.)

1.2 The members of the committee shall be appointed by the President and approved by the Faculty Council.

1.3 At least two members shall be lay persons and at least two shall be members of the SVD.

1.4 Members shall have a three year term. The terms shall be staggered.

1.5 No administrator shall be a member of this committee.

2. The Committee shall be responsible to the Faculty Council.

3. Rights and Duties

3.1 To institute the review of the candidate after receiving his statement of intent.

3.2 To establish the number of years of prior service that are to be credited to the candidate.

3.3 To establish criteria for evaluating a candidate's effectiveness.

3.4 To weigh scholarship and research in the process of evaluation.

3.5 To give significant weight to positive attributes of service in the review.

255. Library Council

1. The Library Council shall consist of the Library Director as Chairman, the Assistant Librarian, one member from each academic department appointed by the respective departments for a term of one year, and one student representative appointed by the Student Council.

2. The function of the Council is to advise the Library Director on the allocation of funds, on the acquisition of library material, and on library policies.

3. The Library Council shall meet at least at the beginning and the mid-term of each semester.

260 Departments

261. Academic Departments

1. The College is organized according to fields of instruction termed departments.

2. This handbook recognizes the following departments:

   2.1 Department of Language, Literature and Fine Arts which includes English, Speech, Classical and Modern Languages, Art, and Music.

   2.2 Department of Natural Science which includes Biology, Chemistry, Physics, and Mathematics.

   2.3 Department of Philosophy and Theology.

   2.4 Department of Social Science which includes Education, History, and Sociology.

3. The Faculty Council may propose to the Board of Administration the erection, suppression, or organization of departments.

262. Chairman of a Department

1. The Chairman of a department is to be elected by the members of the respective department and must have a Ph.D. in the area of the degree program of the department.

2. The chairman shall serve for a term of three years and shall be eligible for re-election.

3. The chairman is to be a full-time faculty member so as to insure the growth and continual development of the department.

4. The chairman of a department shall be directly responsible to the Academic Dean and through him to the President.

5. In all cases of differences between department chairmen, or between a chairman and the Academic Dean, recourse shall be made to the President who shall act as arbiter.

6. Changes within a department which are permanent and/or affect other departments, shall be referred to the Committee on Academic Affairs for approval.

7. The chairman of a department, in collaboration with other members of the department shall:

7.1 Prepare agenda for and preside at all departmental meetings to be held at least four times annually, or special meetings if such are required.

7.2 Forward the minutes of all departmental meetings to the President and the Academic Dean.

7.3 Observe the work of the departmental faculty, especially of new members, and assist them in promoting the objectives of the College.

7.4 Encourage continued study for the doctorate or its departmental equivalent in the event that any faculty member does not have such a degree.

7.5 Draw up the teaching schedule of the departmental faculty, offering no less than three courses each semester in the degree program area, subject to the approval of the Academic Dean.

7.6 Make recommendations to the Academic Dean regarding salary, promotion in rank, and renewal of contracts of departmental faculty members.

7.7 Submit an annual written report to the Faculty Council the first mid-semester of each academic year.

7.8 Encourage active participation (and membership) in learned societies and professional organizations, and research and publication where possible.

7.9 Prepare, in consultation with the departmental faculty, recommendations for the revision of departmental objectives, programs, and course descriptions for the catalogue, in harmony with the general aims of the College.

7.10 Initiate revision of departmental curricula and submit such revision to the Committee on Academic Affairs.

7.11 Supervise, with the aid of the departmental faculty, the program of students majoring in the department.

7.12 Prepare, where required, and submit in writing to the Academic Dean, a departmental budget for the coming year.

7.13 Confer with the Academic Dean relative to the need for new staff members, review applications for vacancies, and interview applicants.

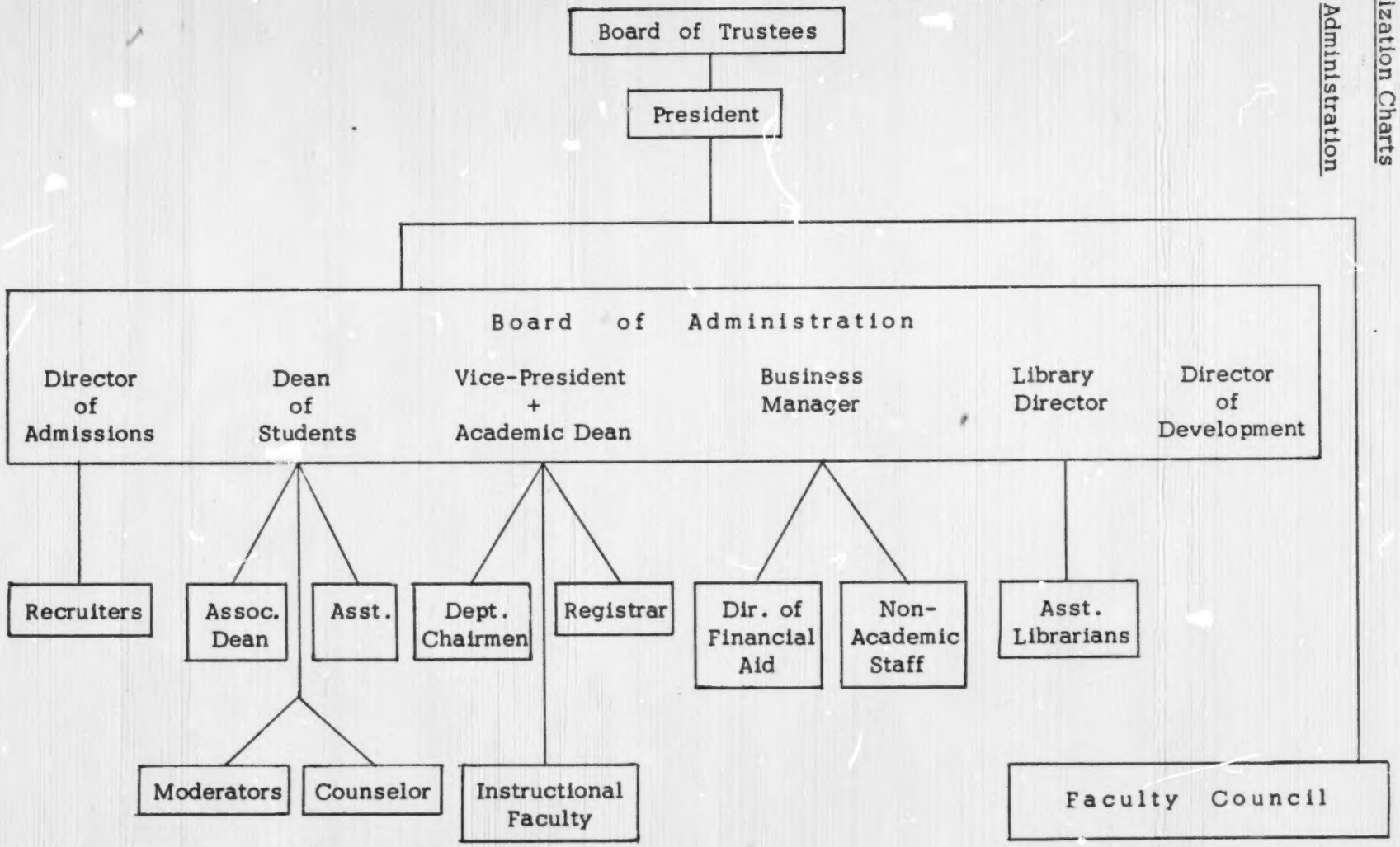
7.14 Cooperate with the Librarian in the improvement of library holdings relative to the department and promote the use of the library by faculty and students in the department.

7.15 Be responsible, in cooperation with the college bookstore, for the procurement of all textbooks prescribed for departmental courses; maintain all appropriate records of the department, including syllabi of all departmental courses.

7.16 Cooperate in every way with the Academic Dean in carrying out the program and furthering the objectives of the College.

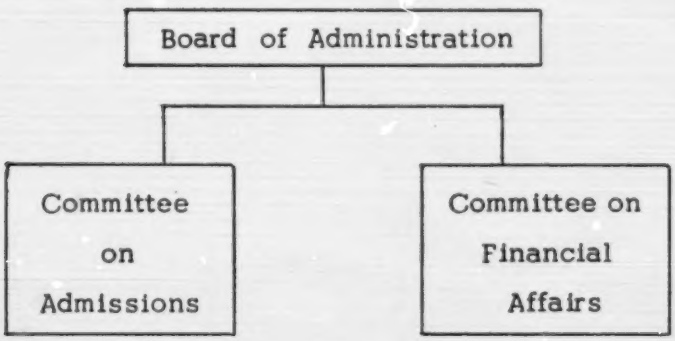
DIVINE WORD COLLEGE

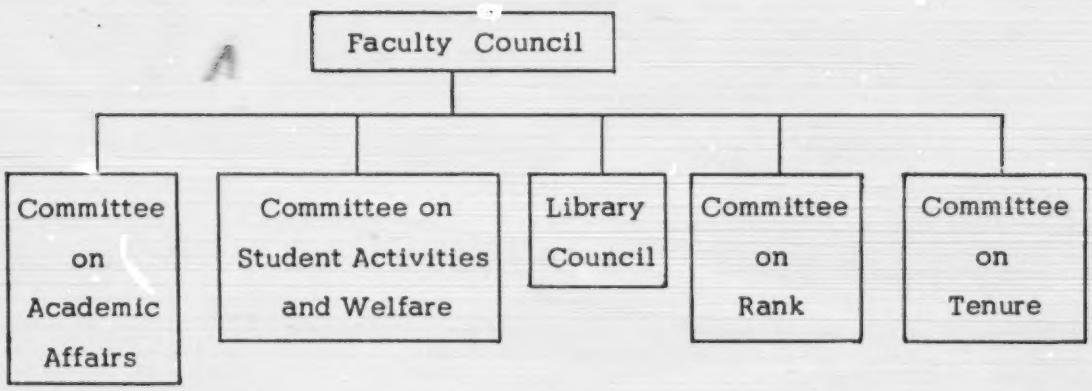
ADMINISTRATIVE ORGANIZATION



272. Standing Committees

STANDING COMMITTEES





CHAPTER THREE

THE FACULTY

300 - Contracts

310 - Benefits

320 - Leaves

330 - Rank

350 - Tenure

360 - Termination of Contract and Tenure

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CHAPTER THREE

THE FACULTY

300 Contracts

301. Full-time, Part-time

The faculty of the College is composed of full-time and part-time members.

1. A full-time faculty member is one who is contracted for 12 hours per semester or the equivalent as the academic needs of the College demand. Equivalent academic hours are:

   1.1 Moderators - 3 hours

   1.2 Chairmen of the Departments - 1 hour

   1.3 College Chaplain - 3 hours

   In other instances not mentioned the Board of Administration is to determine the equivalencies.

2. A part-time faculty member is one who is contracted for fewer than 12 hours of service which would include teaching and some other contributions to specified academic and formational services.

302. Faculty Salaries

The pay for part-time faculty members represents a proportionate salary per hours taught here according to the scale of local institutions.

The salaries of full-time faculty members are based on the national mean of Church-affiliated institutions arrived at by the mean of various national surveys. On this basis, a yearly salary schedule is established which takes into consideration the fluctuation of the cost of living. (This table may be obtained in the office of the Academic Dean.)

The increment for each additional year of seniority and experience is between zero and six percent or more of the base pay, according to merit.

303. Merit Salary System

1. AAA A one-time $500 bonus is to be given to any full-time teacher for every new book published while under contract to this College.

1.1 By "book" is meant an independently bound professional volume, by a single author, of no less than 100 pages of text (i.e., excluding such pages as the table of contents, foreword, preface, index, and bibliography), and published by a recognized publisher. The book must be a "new" study, i.e., not merely another edition or translation.

1.2 The book must deal with matter within the area of the particular teacher's competency.

1.3 If a teacher co-authors a work, the work is to be regarded as an "article" (see below), unless the joint-authorship is in regard to a larger study in which the contribution in question is the equivalent of 100 pages of independent writing.

1.4 Publication of thesis or dissertation does not qualify for this bonus.

1.5 The Committee on Rank will determine whether a faculty member qualifies or not for this bonus. A member of the Committee, however, does not have a vote in questions concerning his own eligibility to a bonus. The Committee shall select a proxy for this purpose.

2. AA A one-time $100 bonus is to be given to any full-time teacher for the publication of each full-length original scientific article in a professional magazine.

2.1 "Full-length" is to be interpreted in accord with the standard length of the particular periodical in which the contribution appears.

2.2 The article must be in a field of the faculty member's competency.

2.3 Book reviews, obituaries, letters to the editors, brief regularly occurring columns, editorials, and other similar contributions are not regarded as "full-length" articles.

2.4 As in the case of bonuses for books, it is the Committee on Rank that passes judgment on the eligibility for the bonus in question. A member of the Committee does not have a vote in questions concerning his own eligibility and, therefore, a proxy shall be selected for this purpose.

2.5 To serve as editor of a scientific book or on an editorial staff of a professional periodical for one year may be regarded as the equivalent of one original article.

2.6 A faculty member is eligible for a bonus for a concert, art exhibit, a major paper delivered at a convention or workshop, etc., if the Committee on Rank so decide.

3. A. One and one-half or even two steps advancement on the salary scale for outstanding teaching performance.

4. B. One full step advancement on the salary scale for above average teaching performance, good departmental cooperation, successful summer study in graduate school, etc.

5. C. One half step advancement for average teaching performance.

6. D. No advancement in steps for less than average teaching performance. An instructor with two successive "D" ratings should not be rehired.

7. E. Poor teaching performance; the person should not be rehired.

310 Benefits

311. Faculty Insurance - The College is also to carry a Metropolitan Life Insurance Company health insurance policy including a major medical plan for each full-time teacher and his spouse and children. The full premium for the entire program is paid for by the College over and above the teacher's basic salary.

312. Income Replacement Plan and Life Insurance - Moreover, during the course of the contract, the College will provide a life insurance and a disability income plan through the Metropolitan Life Insurance Company. Furthermore, the College will continue the regular installments of the teacher's basic salary in case of hospitalization or a serious illness for three installments.

313. Other Benefits - Other benefits available are free admission to athletic and other events of the College and use of athletic facilities.

314. Retirement Plan for Faculty - The College will pay to all full-time faculty members, the amount of $50.00 per month ($600 each year) or 5% of the annual gross salary, whichever is higher, into the Teachers Insurance and Annuity Association/College Retirement Equities Fund (TIAA-CREF). A teacher may make additional payments into these funds at any time on his own.

A faculty member must have completed one year of teaching at Divine Word College to qualify and the TIAA enrollment is to start with his second year of teaching. If the faculty member is already enrolled in the TIAA at another college, his retirement is to be continued at the time he begins teaching at Divine Word College.

320 Leaves

321. Sabbatical Leave - To encourage further study, scholarly achievement or direct research, a sabbatical leave for full-time faculty members may be arranged. The procedure in applying for a sabbatical leave is as follows:

1. A sabbatical leave may be applied for after six years of continuous full-time service at the College. If a leave of absence is taken within the six-year period, this leave does not break the continuity but the time does not count for the service.

2. If the sabbatical leave is for an academic year, one-half of the annual salary will be paid. If the sabbatical leave is for one semester, the full salary will be paid. It is understood that the faculty member accepts the conditions as outlined in the application form for sabbatical leave. (See Form L)

3. Application for sabbatical leave of a faculty member must be reviewed by the department chairman and the Academic Dean. The decision of the President is final.

4. All applications must be made to the President of the College six months in advance of the leave.

322. Leave of Absence - A faculty member may request a leave of absence for just reason. The procedure in applying for a leave of absence is the following:

1. The procedure in applying for a leave of absence is the same as for the sabbatical leave.

2. During a leave of absence, the lay faculty member will not be reimbursed by the College. When circumstances warrant, the leave of absence may be granted for one semester at half salary. The reimbursement due for the next sabbatical leave will then be reduced by this amount.

323. Sick Leave - Sick leave of five school days will be allowed to each teacher each year without deduction from salary, but these five days of sick leave in each year are not cumulative from year to year.

324. Emergency Leave - At the discretion of the Academic Dean, an emergency leave of three school days will be allowed each year without deduction from salary, but these three days of emergency leave in each year are not cumulative from year to year.

330 Rank

331. Titles given to the members of the faculty in the announcements and publications of the Divine Word College shall reflect their academic qualifications, experience, tenure of position, productive scholarship and professional activity in their field, and, in general, their contribution to the academic life and effort of the college, and shall have the meanings hereby given them in this handbook.

332. Lecturer is the title given to a part-time member of the faculty.

333. Instructor is the title ordinarily given to a full-time member of the faculty who holds a master's degree or an equivalent degree and shows evidence of general scholarship and/or academic ability.

334. Assistant Professor is the title ordinarily given to a faculty member who has shown distinction in those qualifications described for the instructor and who has had three years of academic experience on the instructor's level.

335. Associate Professor is the title given to a faculty member who has fulfilled the requirements for the rank of assistant professor. He must be a holder of a doctorate or a comparable attainment. He must have completed successfully an additional minimum of two years of academic experience at the College, and must show a definite evidence of permanent value to the College through scholarly work or the performance of equally important services. He must also be recommended by the Committee on Rank.

336. Professor is the title given to a faculty member who has fulfilled all the requirements for the rank of associate professor and must have attained a doctorate. He must have completed an additional four years of service with distinction and must present evidence of outstanding work in his particular field through scholarly work or equally important services.

337. Professor Emeritus is the title given by the Board of Trustees to members of the faculty who have previously borne the title of professor, or even in extraordinary cases, to those who have not borne it, when, after having made a major contribution to the academic life of the College over an extended period of time, they are relieved of their duties. The method of procedure is the same as for advancement in any rank.

338. Promotion from one rank to the next is bestowed by the Board of Trustees, after considering the recommendations from the Committee on Rank, the President, and the Academic Dean.

Promotion in rank is to be conferred only on full-time faculty members who are on the instructional staff:

1. Those administrators concerned entirely with the business operations of the College are not to be accorded academic rank.

2. Any administrator who teaches is eligible for academic rank.

3. Those administrators not teaching, retain the rank they may have obtained prior to their involvement in administration.

4. Due to their academic involvement the following are also considered eligible for rank: the President, the Academic Dean, the Dean of Students, the Registrar, and the Librarians.

350 Tenure

351. Probationary Period

1. A seven year probationary period must preceed the conferring of tenure with review procedures beginning in the sixth year, followed by an announcement as to reappointment or nonreappointment at the end of the sixth year.

2. Credit for service at another institution may be given for a maximum of three years and only after careful assessment of the nature of the prior service in view of our institution's own program.

3. The President has the power on the recommendations of the Committee on Tenure to reduce the probationary period to one year in exceptional important cases.

4. Time spent at the instructors level shall be counted as probationary time.

5. Only leave of absence for scholarly work may count towards probationary time.

6. No rank should automatically shorten the established probationary time.

352. Professional Competence Required

1. Teaching Effectiveness

   a. Since teaching ability is a basis for awarding or not awarding tenure, criteria are to be established for evaluating a teacher's effectiveness.

   b. The assessment of teaching effectiveness shall include an explicit and formal role for students.

2. Scholarship and Research

   a. Publications and other professional achievements are to be recognized as part of professional competence, but stress sould not be put on quantity but rather on quality.

   b. Weight is to be given to scholarship and research in the process of evaluation.

3. Service

   a. Positive attributes of service are to be given significant weight in the tenure decision.

353. Method of Procedure for Tenure

1. Individuals eligible for tenure review shall initiate procedures by submitting a statement of intent to the Committee on Tenure.

2. The Committee on Tenure after having completed its review procedures of the candidate, shall make its recommendation to the Board of Trustees through the President.

3. The recommendations of the Academic Dean as well as that of the President shall also be presented to the Board of Trustees together with the committee's recommendations.

4. The Board of Trustees shall make the final decision as to the granting of tenure.

5. Tenure may never be acquired automatically at the end of the probationary period.

354. Eligibility for Tenure

1. Only full-time faculty members by virture of their full commitment to professional service in the institution shall be considered eligible for tenure.

2. Only the instructional faculty including Librarians, Counselor, and others who are active in instructional roles shall be eligible for tenure.

3. Department chairman, although part of the administration, shall be considered eligible for tenure since more than half of their time is devoted to the teaching profession and are therefore considered part of the instructional faculty.

355. No Tenure for Administrative Offices

1. No tenure shall be granted in administrative posts of department chairmen and above.

2. A tenured faculty member, appointed to an administrative post shall retain his tenure status in the light of his subsequent return to faculty service.

3. A probationary faculty member, promoted to an administrative position, shall be considered as a regular full-time teacher as long as he is carrying a part-time teaching load on which an evaluation may be made.

4. A probationary faculty member, holding an administrative post with no teaching load, shall be considered as on leave. The years of probation will continue where they left off at the time of his assuming office, when he returns to the ranks of the faculty at the expiration of his term of office.

5. To insure continuity as well as to give economic security to administrative posts, a three year contract renewable annually, may be given to all administrators not eligible for tenure, with the exception of the President.

360 Termination of Contract and Tenure

361. Retirement

1. The normal retirement date for all faculty members will be at the close of the academic year following the date at which the age of 65 is reached.

2. On account of exceptional circumstances, the normal retirement date may be postponed by the Board of Trustees, but only in a year-to-year basis.

3. Positions of major responsibility, such as the chairmanship of a department or a chairmanship of an important committee, will ordinarily terminate at retirement age.

362. Termination of Contract for a Faculty Member

1. Contracts between the college and its non-tenured as well as tenured members may be terminated at any time by mutual agreement in writing.

2. In the case of non-tenured members, it is to be assumed by both the College as well as the faculty member that the contract will in fact be renewed upon expiration unless a notice of intention of nonrenewal be given in writing by the party intending to terminate the existing relationship. This written notice is to be given within the time limits recommended by AAUP in its 1964 "Standards for Notice of Non-reappointment", namely:

   2.1 Not later than March 1 of the first academic year of service, if the appointment expires at the end of the year; or, if a one year appointment terminates during an academic year, at least three months in advance of its termination.

   2.2 Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.

   2.3 At least twelve months before the expiration of an appointment after two or more years in the institution. (1.1 to 1.3 taken from AAUP Bulletin, Autumn 1964, p. 253)

3. A tenured member, who wishes to terminate his contract with the College, may do so by giving notice at least one year before the date of termination.

4. The College may also terminate any contract for just cause. Among the causes are incompetence in teaching, a grave offense against Catholic doctrine or morality or involvement in a public crime or scandal. Other serious reasons would be a lack of sufficient physical or mental health for the adequate performance of academic duties, lack of conformity with the philosophy of the institution or with the essential features of Christian teaching and conduct.

Since the character of the College is that of a seminary preparing young men for the priesthood and the religious life, any priest or brother on the staff would automatically forfeit his rights to tenure on his withdrawal from the priesthood or the brotherhood.

In all cases the following statement of the AAUP will be adhered to:

> "Termination for cause of a continuous appointment, or the dismissal for cause of a continuous appointment, or the dismissal for cause of a teacher previous to the expiration of a term appointment, should, if possible, be considered by both a faculty committee and the governing board of the institution. In all cases where the facts are in dispute, the accused teacher should be informed before the hearing in writing of the charges against him and should have the opportunity to be heard in his own defense by all bodies that pass judgment upon his case. He should be permitted to have with him an advisor of his own choosing who may act as counsel. There should be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence the testimony should include that of teachers and other scholars, either from his own or from other institutions. Teachers on continuous appointment who are dismissed for reasons not involving moral turpitude should receive their salaries for at least a year from the date of notification of dismissal."

363. Permissible Reasons for Nonappointment to Tenure

Among the sufficient reasons for refusing tenure are:

1. Unsatisfactory performance or lact of progress in meeting the institution's stated criteria for reappointment or award of tenure.

2. Whenever the academic offerings and financial resources of the college no longer warrant the continuance of the position.

3. Full staffing at the tenure level in the areas of the candidate's competence or speciality.

364. Method of Procedure in the Case of Permissible Reasons

1. The reasons for refusal of tenure must be given in writing to the individual concerned.

2. The Committee on Tenure has the competency to handle any hearings in a case of an appeal, the burden of proof of violation of rights being that of the accuser. The individual has a right of appeal to the Board of Trustees as a last resort.

3. Refusal of tenure shall be preceded by adequate notice, as recommended by the AAUP Bulletin (1964).

365. Adequate Cause for Terminating Tenure

The following are causes for dismissal:

1. Demonstrated incompetence in teaching and dishonesty in scholarship.

2. Substantial and manifest neglect of duty.

3. Grave offense against Catholic doctrine or morality or involvement in a public crime or scandal.

4. Lack of sufficient physical or mental health for the adequate performance of academic duties.

5. Lack of conformity with the philosophy of the institution of with the essential features of Christian teaching and conduct.

6. Since the character of the College is that of a seminary preparing young men for the priesthood and the religious life, any priest or brother on the staff would automatically forfeit his rights to tenure on his withdrawal from the priesthood or the brotherhood.

7 It is also revoked whenever the academic offerings and financial resources of the college no longer warrant the continuance of the position of the tenured faculty member.

8. Attainment of the retirement age of 65.

366. Method of Procedure in Terminating Tenure

1. The initiation of the process for terminating tenure is solely the right of the President.

2. As a first step in the procedure, the President shall direct the Committee on Tenure to investigate the charges. The Committee is to adhere to the guidelines of the AAUP Bulletin in the conduct of its' investigation.

3. The final recommendation of the Committee shall be presented to the Board of Directors by the President.

4. The teacher concerned shall be informed in writing by the President of the recommendation of the Committee on Tenure and shall have a right of appeal to the Board of Directors, the guidelines of the AAUP Bulletin being followed.

370 Miscellaneous

371. Faculty Convention Expense - For each full-time faculty member attending meetings of significance, the College will contribute the expense of: registration, travel by air, coach or rail, or 10¢ allowance per mile by car, and up to $15.00 per day for living expenses. Special arrangements can be made for part-time teachers. (Travel and expense vouchers (Form E-2) may be obtained from the Academic Dean's Office.)

372. Travel - All arrangements for travel on College business should be made through the Business Office. The Business Office is to be informed as to what department budget the expenses should be charged. Each request for travel must be approved by the chairman of the department and the Academic Dean. (Authorization Form E may be obtained from the Academic Dean's Office.)

373. Purchasing - All orders for books, supplies, equipment, etc., by the faculty for academic purposes, must be made through the Business Office. In case of damage, shortage, loss, or receipt of improper goods, the department chairman should inform the Business Office. No material should be returned without the permission of the Business Manager.

All text-book orders require previous approval of the Registrar.

374. Movable Equipment - The department chairman is responsible for all movable equipment purchased for or assigned to his department. Whenever this equipment is in need of repair or becomes unserviceable, the fact should be reported at once to the Business Manager.

CHAPTER FOUR

THE LIBRARY

400 - The Library

CHAPTER FOUR

THE LIBRARY

400 The Library

401. Budget

The amount of the annual library budget shall be five percent of the total educational and general budget of the College. Its control rests in the hands of the Library Council.

402. Library Materials Fund

1. Thirty percent of the fund for library materials will be administered by the Library Director for taking care of general needs.

2. The Library Council must be consulted in case of works which would demand an extraordinary expenditure of money.

3. The remaining seventy percent will be equitably distributed for materials to the various departments by the Library Council.

CHAPTER FIVE

STUDENT FINANCES

500 - Student Expenses

520 - Student Financial Resources

530 - Scholarships and Benefits Not Directly Related to Need

540 - Federal Financial Aid Programs To Needy Students

550 - State Financial Aid Programs To Needy Students

560 - Private Financial Aid Programs To Needy Students

CHAPTER FIVE

STUDENT FINANCES

500 Student Expenses

501. Application Fee - Every student must pay an application fee of $10.00 when he makes formal application for admission to Divine Word College. This fee will not be refunded, and shall be applied to the expenses of the Admissions Office.

502. Academic Year Expenses

1. Full-time Attendance

Room, Board, and Laundry	$1,000.00
Tuition and Fees	$1,500.00

2. Part-time Attendance and Audited Courses

Room, Board, and Laundry	$500.00 per semester
Tuition and Fees for credit and/or audited courses	$50.00 per credit hour

503. Payment of Expense - All charges for tuition, fees, laundry, room and board are billed by the semester and are payable in advance ($1,250.00 per semester). If advance payment of tuition, fees, room and board is impossible in individual cases, a 10-month payment plan is available. Arrangements to use this plan must be make with the Business Office at the beginning of the academic year or semester. The time payment plan imposes a fee of $10.00 for the academic year or $5.00 for one semester.

504. Late Registration Charge - Students who do not complete their registration during the time prescribed, must pay a $3.00 late registration fee, unless specifically excused by the Registrar.

505. Refunds - Tuition and fees are not refunded in the event of withdrawal or dismissal after the scheduled opening of classes for the semester. Board is refundable for each full month not spent at the College.

506. Debt Delinquency - If a student discontinues his studies and is indebted to the College for board, room, tuition, or fees, credits as well as diploma will be withheld until payment is made in full.

507. Insurance - Health and accident insurance are to be taken care of by the student or his parents. Divine Word College cannot carry insurance on the personal belongings of the students. Therefore, students are urged to take out policies to protect their personal items or to have their parents provide coverage through their policies. The College will not assume responsibility in the event of loss in any of its buildings.

520 Student Financial Resources

The lack of financial resources shall not keep any student from attending the institution. Every effort will be made to fill the demonstrated need of every student. This is possible, on one hand, through the contributions of benefactors and friends and imposes on the College a moral obligation of careful fund administration; on the other hand, the use of taxpayer's money requires legal and just distribution to needy students through various established aid programs.

521. Determination of Financial Need

State and federal aid is, for the most part, granted to students with a financial need.

1. Dependent Students

   The financial need for dependent students is established by the parents filing of a Parent Confidential Statement (PCS) to the College Scholarship Service (CSS) by March 31 designating Divine Word College as the recipient of the service's computerized aid analysis statement.

2. Independent Students

   Students financially independent from their parents will file a Student Financial Statement (SFS) in the same manner.

3. Both the Parent's Confidential Statements and the Student Financial Statements are available from:

   a. Any secondary school

   b. College Scholarship Service
      - Box 176, Princeton, New Jersey 08540
      - Box 881, Evanston, Illinois 60204
      - Box 1501, Berkeley, California 94701

   or, c. Financial Aid Office
   Divine Word College
   Epworth, Iowa 52045

530 Scholarships and Benefits Not Directly Related to Need

531. Divine Word Missionaries Scholarship

1. A grant of $900.00 per year is awarded by Divine Word Missionaries to each full-time student preparing to enter this Mission Society. Any scholarship or grant from other sources could, but would not necessarily, reduce the amount of grant awarded by the Divine Word Missionaries.

2. A grant of $300.00 per year is awarded by Divine Word Missionaries for room and board to each part-time student preparing to enter this Mission Society.

3. A grant of $30.00 per credit hour will also be granted by Divine Word Missionaries to part-time students for courses taken here at Divine Word College.

532. Benefits

The following programs of assistance are also available through the Financial Aid Office.

1. Veterans Administration Educational Assistance

2. Social Security Educational Benefits

3. State Vocational Rehabilitation Assistance

540 Federal Financial Aid Programs to Needy Students

541. The following grants and loan programs are available to all needy students through the Financial Aid Office of the College:

1. Basic Educational Opportunity Grants (BEOG)

2. Supplemental Educational Opportunity Grant (SEOG)

3. College Work-Study Program (CWSP)

4. National Direct Student Loan Program (NDSL)

5. Guaranteed Student Loan Program (GSLP)

550 State Financial Aid Programs to Needy Students

551. The following are the state grant programs available through the Financial Aid Office:

1. Iowa Tuition Grants (ITG)

2. Pennsylvania Higher Education Assistance Agency Grant

3. Vermont Incentive Grants.

552. Other State Grant Programs

State grant programs for state residents have become more significant in recent years. Some of these states have also developed special programs intended to provide equal educational opportunity for students from low-income families. Information on eligibility, application procedures, and stipend limits can be obtained from the department of public instruction or state scholarship agency in the capital city of each state. Because of an early application deadline in most states a prospective state aid recipient is advised to contact his respective agency as soon as possible.

560 Private Financial Aid Programs to Needy Students

561. Mexican American's Bishop Flores Fund

The special fund had been established by Bishop Flores to help poor Mexican American seminarians with personal expenses such as books, clothing, doctor bills, and dental bills which normally the poor families themselves cannot handle.

CHAPTER SIX

STUDENT FACILITIES AND SERVICES

600 - Student Facilities

610 - Student Services

CHAPTER SIX

STUDENT FACILITIES AND SERVICES

600 Student Facilities

601. Use of Facilities - The gym and pool are chiefly for the use of the faculty and the students of Divine Word College. Permission for the rental of the gym or pool by outsiders must be obtained from the Director of Athletics who will notify the Business Manager. All the groups using these facilities must be properly supervised. Permission for the rental of classrooms, meeting rooms, etc., must be obtained from the President who is to inform the Business Manager.

602. Student Activities - Student activities which involve the use of facilities by outsiders should be cleared through the Dean of Students and the Business Manager.

603. Dorm Regulations - Any damage or breakage to the building must be reported to the Business Office. The Business Office will then invoice the student or his parents for the amount of the damage.

604. Personally Owned Property - The personal property of any individual brought to the College premises is the responsibility of the individual. Divine Word College cannot assume liability for loss, theft, or damage due to fire or other causes.

605. Visitors - Visitors are not permitted in student dorms nor in Megan Hall without permission of the Dean of Students. Visitors are not permitted in the faculty wing without the permission of the Very Reverend Rector.

606. Solicitation of Funds - Public soliciting of funds is done in coordination with the Office of Development.

607. Telephone - The College telephone is for the convenience of the College administration and faculty. The Dean of Students may grant a student permission to use the College phone but must inform the Business Office, and turn in to the office, the permission slip giving the number called.

There are several pay phones in the College for the convenience of the students. All student calls should be made on the pay phone. If a collect call comes through on the College phone for a student, the operator should be requested to replace the call on the pay phone.

608. College Cars - The College owns several cars which are available for use by the students, principally in their Apostolic Activities. Student drivers must be approved by the Driver Evaluation Committee in order to drive College cars. No charge for the use of cars is made to a student if the car is used for Apostolic Activities. When not being used for Apostolic Activities, the College cars set aside for student use may be used by students for personal errands. The charge for such personal use is determined by the Dean of Students. Money is paid to the Chairman of the Driver Evaluation Committee, who in turn, hands in these funds to the Business Office. Only an approved student driver may use a college car even for personal errands.

610 Student Services

611. Food Service - The kitchen is under the supervision of the Business Manager. Three regular meals are served each day. No student is permitted to order special meals without the permission of the Business Manager. Before visitors are brought to the dining room, permission is required from the Dean of Students, the President, or the Business Manager. An offering, etc., or some payment for meals would be appreciated. Vocational Directors may invite prospective vocations and their families to the dining room. They should, however, inform the Business Manager and the kitchen.

612. Health Service - Prior to his initial registration, each student is to submit to the College his health record and a physical examination report. A licensed practical nurse is available at any time the need arises.

613. Laundry Service - The laundry is owned and operated by the College. The College is in no way responsible for laundry lost or spoiled while in the laundry. No one besides the laundry personnel may operate the laundry equipment.

614. Student Store - The Student Store is under the general management of the Business Manager. No credit is extended for any transaction.

615. Fire Prevention - The main College building, as well as Megan Hall, is equipped with fire extinguishers in case of fire. Megan Hall also has special ropes at each window which can be used should anyone be trapped inside the building. A fire drill is conducted each year, at the beginning of the school term. Adequate fire prevention is the responsibility of the Business Manager.

616. Insurance - The College insurance is incorporated with the Self Insurance Program of the Society of the Divine Word. The personal belongings of the faculty, employees, and students are not covered by the insurance program in effect at Divine Word College. Personal items that are destroyed, damaged, or stolen, are the individual's own responsibility. Health and accident insurance for students must be taken care of by the parents or students.

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